Completing a Program Change Request

If you are changing to a different program than what you indicated in your application, please see our instructions below on completing a program change. If you are participating on the same program abroad indicated in your application (same location, program administrator, etc.), but deferring to a later term/quarter/semester, please see our instructions on Deferring your Program: Completing the Notice of Award Page.

1. Once your plans for your new program are finalized, please select "No" for the Notice of Award page question "is your study abroad program information listed above correct?" Then briefly describe what's changed in the textbox that appears.

Is the study abroad program information from your Gilman Scholarship application listed above correct?

○ Yes ◉ No

Please indicate what information is inaccurate.(300 character limit)

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2. The Gilman Program will initiate a program change request in your [Gilman account](#) within the online Portal and you will receive an automatic email from the system notifying you that this has been initiated and a deadline when both your submission AND your study abroad advisor's certification of your new program information is due. (Please let Gilman know if the deadline needs to be extended)

3. When you log into your Gilman Recipient Portal account, you will see a new tab labelled "Program Change".

| APPLICANT | RECIPIENT | ABROAD | ALUMNI | PROGRAM CHANGE |

Program Change ▶

Program Change: Please complete the entire form with the new program information and revised essays. The Gilman Program has given you a deadline provided in your email.

Your certifying advisors have been notified of your program change request and will need to re-submit certifications for your new program.

- In the Program Change tab, provide the requested information on your new program. The requested information includes:
  - A brief description of why you are changing to your deferred program
  - For those participating in virtual programs, a brief description and link to your program's website.
  - Information on your new program (dates, term, location, application/acceptance status for this new program)
  - Updated estimated total cost of your program (include all eligible Gilman costs, such as airfare, program tuition, fees, local transportation, rent, meals, etc.)

Completing a Program Change Request

- Ensure that you hit the "Submit Program Change" button so that your advisor is alerted to review and complete their requirements for the program change.

[Save Program Change]   [Submit Program Change]

Post Program Change Submission

- Please follow up with your certifying study abroad advisor to ensure they have completed their portion before the deadline noted in the program change. It's possible that a notification email can get caught up in a Spam filter, or be overlooked so it's best to make sure your advisor knows their certification is requested (and be sure to thank them for completing this step!)

If for any reason you need to extend the program change deadline, please contact the Gilman Program as we can review your request and update the deadline date in the Gilman Portal.

Program Change Approved Next Steps

- Once your program change has been reviewed and approved by Gilman, you will regain access to complete the requirements to receive your award, including updating the questions in the Notice of Award page, and signing the page again.

- Please see the general information on the steps to accept your award.
  - *Scholars switching to or participating in virtual programs, please see the separate award guidelines and documentation requirements on the* Virtual Programs *webpage*.

Completing a Program Change Request

- Once your documents have been submitted and approved by the Gilman Program, you will receive your funds via Zelle/IIePay electronic deposit. See the Receiving Your Scholarship page for additional information on setting up IIePay to receive your award.

Submitting or Resubmitting Documentation

If you have not yet begun to submit your required award documentation to receive your scholarship funding:

- Log in to the recipient section of your Gilman portal account and select Continue Award Documentation button.
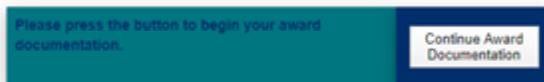
- Review and complete each section of the Recipient Portal. This can be completed at the same time as your Notice of Award page, or after, as documents become available.

- Please reference the Gilman Award Guidelines webpage for videos and examples of your requirements. *If switching to or participating in virtual programs, please see the separate award guidelines on the* Virtual Programs *webpage*.

If you have previously submitted documentation, and need to resubmit new documentation, do the following:

- Upon approval of your new program dates, you will need to resubmit the following documents in the "Documents" tab in the Recipient Portal:
  - Updated Letter of Acceptance – Note that we can accept a letter or email from your study abroad advisor noting that your acceptance was transferred or delayed to the new term. *Virtual program participants, please reference the virtual program page for updated document requirements.*
  - Updated Proof of International Health Insurance – If your insurance is through your university, you can submit a letter from your study abroad advisor stating that you will be covered for the duration of your program. If you have already submitted an annual coverage plan (ex. Aug 2020 – Aug 2021), you will not need to submit new documentation.
    - Note: If your coverage ends part way through your new study abroad program, you will need to provide proof that coverage was extended or have your advisor confirm that your coverage will be updated later on to encompass the entirety of your time abroad.
    - *Virtual program participants, please reference the virtual programs award guidelines for the virtual program waiver document required here.*

Completing a Program Change Request

- Updated Proof of STEP Enrollment – Given the current global health situation, it's very important to update STEP to indicate when you will be abroad for your new program. You can find instructions for updating your existing STEP Registration here.
    - *Virtual program participants, please reference the virtual programs award guidelines for the virtual program waiver document required here.*

If you are not able to access your award documentation please contact your Gilman Regional Advisors.