Deferring your Program:
Completing the Notice of Award Page

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, complete the steps below. If you are changing to a different program from what was originally indicated in your application, please see our instructions on Completing the Program Change Request.

a. If you were recently notified of your award status, you should have access to complete the Notice of Award page. If you have previously completed this page, contact your Gilman advisor to let them know that you will be participating on the same program, but in a later term. They will give you access to your Recipient Portal, where you will access the “Notice of Award” page that lists your original program information.

b. Select “No” for the question “Are the study abroad program dates indicated above correct?” and provide the updated information for your program.

c. Complete the requested information on this page.

d. Click on “Save and Continue” at the bottom of this page.
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e. The Gilman Program will review and if approved, update new program dates in the Gilman Portal for you.

f. You will receive an automatic email from the Gilman Portal. Once received, log into your Gilman Recipient portal account and go to the “Notice of Award” page to review the newly updated information. If correct, change your response to the question “Are the study abroad program dates indicated above correct?” from “No” to “Yes”.

   Are the study abroad program dates indicated above correct?
   Yes  No

g. Make a final review and electronically sign the Notice of Award page again. Don’t forget to click Save and Continue.

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/semester and if the international health insurance is
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through your university that it will cover you for the entirety of your new study abroad program length. Virtual program participants, please reference the virtual program page for updated document requirements.

- Updated **Proof of International Health Insurance** – You can also use the same letter as your letter of acceptance if applicable, or else if you have an annual coverage plan such as an Aug 2020 – Aug 2021 coverage no new document is needed.
  - 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.

- Updated **Proof of STEP Enrollment** – Given the current global health information, 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.