



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

Notice of Award Instructions: Please review the program and award information below.

First Name: Test2020
Last Name: Test2020
Country(s): United Kingdom
City(s): London
Institution(s): King's College
Academic Term: Cycle 1 - Oct. 2019 Deadline
Program Title: Program Test
Program Sponsor: AIFS: American Institute for Foreign Study
Program Dates: 4/5/2024 - 5/30/2024

My Account
Test2020, Test2020

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RECIPIENT STATUS


- Terms/Conditions
- Notification
- Payment Information
- Evaluation

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

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

Yes No

Are the study abroad program dates indicated above correct?

 Yes No

Please indicate the updated dates.

***Note that these dates should align with your acceptance letter, and your insurance and STEP registration should cover this timeframe.*

 To 

- c. Complete the requested information on this page
- d. Click on “Save and Continue” at the bottom of this page



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I confirm the above answers are true.

I understand that by providing my student ID in the box below, this is my electronic signature and verification that the above information is true and accurate.

Save and Continue

- 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?

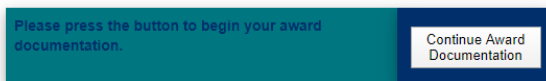
Yes No

- 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](#).