

Benjamin A. Gilman International Scholarship Program

Scholar Checklist

Congratulations on your Gilman Scholarship! Please take the following steps prior to your departure for your study/intern abroad program, during your time abroad, and upon your re-entry to the U.S.

Pre-Departure Checklist

Log-in to the [Gilman Recipient Portal](#) using the same log-in from your application for the scholarship.

Accept your award through the Gilman Recipient Portal:

- Terms and Conditions:
 - i. Read and electronically sign the Gilman Terms and Conditions using your college/university student ID number. Once completed, click “Save and Continue.”
- Notice of Award:
 - i. Review your program and award information. If any information is incorrect, please indicate as instructed.
 - ii. Electronically sign to officially accept your Gilman Scholarship. Click “Save and Continue.”
- Payment Information:
 - i. **IMPORTANT:** Indicate if the email you used to create your Gilman account matches the email associated with your U.S. bank account. Provide a new email address if applicable.
 - ii. Electronically sign the page. Once completed, click “Save and Continue.”
- Gilman Recipient Survey: Complete and sign the page by clicking the “Save and Continue” button.
- Agreements:
 - i. Watch the Gilman Recipient Information video. Enter the code (it’s within the video!) in the text box.
 - ii. Agree to register with International SOS (ISOS)
 - o Create your MyTrip profile when you have your travel itinerary or flight(s) booked. This step can also be completed after you receive the award, if necessary.
 - iii. Agree to comply with the Fly America Act
 - iv. Agree to Safety, Travel and Residency Restrictions
 - iii. Electronically sign the page. Once completed, click “Save and Continue.”
- Emergency Contact: enter information for the following areas
 - i. Primary U.S. Contact
 - ii. Secondary U.S. Contact
 - iii. U.S. Study Abroad Advisor
 - iv. Overseas Study Abroad Contact
 - v. Agree to notify the Gilman Program of independent travel
 - vi. Agree to notify the Gilman Program if your return date to the U.S. changes
 - vii. Electronically sign the page by clicking the “Save and Continue” button.

Submit required documentation:

Your scholarship payment will not be processed until all your required documents have been submitted to your Gilman account and approved by the Gilman Program. Please review the documentation guidelines in the [Gilman Recipient Portal](#) (under the Documents tab) and on the [Gilman website](#) to make sure your documents meet the requirements. Note that the Gilman Program does not accept any documents via email.

Documents**: upload the following documents to your Gilman account. Use the “click to view” button to make sure each document uploaded correctly.

- i. Proof of U.S. citizenship
- ii. Program Acceptance Letter
- iii. Proof of International Health Insurance
- iv. Student Photo
- v. Official Transcript
- vi. Screenshot of STEP Registration
- vii. Financial Aid Certification (if applicable)

**After uploading all the above documents, click the “Save and Continue” button.

Review and Submit: this page will list any outstanding information/documents you still need to submit. If nothing is noted, please click the “Submit Award Documentation” button.

- i. Once you click the “Submit Award Documentation” button, your Gilman account will be locked, and you will be unable to view anything in your account until we have completed the documentation review process.
- ii. If you have requested a program change or a program change is pending approval, you will be locked out from submitting further documentation.

Post-documentation submission next steps

Once your documents have been submitted, the Gilman Program will need 2-3 business days to review them. You will then receive an email (or emails) with feedback on any needed revisions or confirmation that your documents have been approved.

- i. If a document is not approved, you will be able to log in to remove it from your account and replace it with a revised version. After you have uploaded all the revised documents, you will need to complete the “Review and Submit” step. This will again lock your account while we review your documents.
- ii. When all your documents have been approved, you will receive a confirmation email and your scholarship payment will be processed according to the timelines indicated. Please review [Receiving Your Scholarship Information](#) and [Zelle/ItPay Resources](#) for information on how to receive your Gilman Scholarship funds.
- iii. Once your documents have been approved, we recommend joining the [Gilman Scholars & Alumni Facebook page](#) and [Gilman Scholar Network](#) in order to stay connected with the program as well as other scholars and alumni.
 - a. Note that only recipients whose documents have been submitted and approved by the Gilman Team will be permitted to join these groups.

Requirements While Abroad Checklist

Once your scholarship payment has been processed, you will be given access to the Abroad section of the Gilman Recipient Portal and must complete the following:

- Confirmation of Arrival
 - i. Confirm arrival in host country within 72 hours of arrival by clicking “Submit” button
 - ii. Confirm submission of flight itinerary to ISOS
 - a. Review pre-trip advisory email sent in advance of your travel
- Onsite Contact Information: enter the following information and then click the “Update” button
 - i. Personal Contact Information (Overseas)
 - ii. Onsite/Host Program Advisor Contact Information
 - iii. Internship Information (if applicable)
- Independent Travel/Extension Forms – this information can be updated at any time
 - i. Note any holidays or breaks you are aware of with your program abroad
 - ii. Indicate Independent Travel Plans
 - o You can input up to 4 trips at a time. Only include trip details if you have finalized trip plans. You do not need to indicate day trips.
 - o If you plan on more than 4 independent travel trips, you can replace a completed trip with the newer trip plans.
 - o Please update this section at least 2 weeks before you travel!
 - iii. Extending Your Stay Abroad

Additional resources

- Goal Setting *(optional)* in Online Portal
 - i. Create goals for your time abroad and click “Update” when finished.
 - ii. Review your goals prior to departure, respond to the reflection questions, and click the “Update” button.
- Emergency Card in Online Portal
 - i. Print or save your ISOS membership card, which includes contact information for ISOS.
 - ii. Review safety and security tips.
- [Pre-departure Resources](#)
- Midpoint Check-ins (for programs longer than eight weeks)
 - i. Complete the linked survey and let us know how you’re doing
- Safety and Security Alert Emails and text messages
 - i. In case of an emergency, the Gilman Program may reach out to you separately from the ISOS check-ins. Please respond to these emails and texts as soon as it is safe and possible for you to do so!

Post Program Checklist

- Review [Alumni Reentry Resource Packet and Videos](#)
- Complete all required sections of the Alumni Portal
 - i. Update Gilman

- Update Contact Information (*required and due one month after program end date*)
 - [Multimedia, photo, video submissions](#) (*optional*)
 - ii. Reentry Survey (*required and due one month after program end date*)
 - iii. [Follow-On Service Project Report](#) (*required and due six months after program end date*)
 - You can request a deadline extension in the Online Portal
 - To request a revision of your Follow-On Service Project, email gilmanrecipients@iie.org.
 - iv. Goals (*optional*)
 - Reflect on your goals, answer the questions, then click “Submit”.
- Download your Certificate of Achievement from the Online Portal
 - i. Learn about your non-competitive eligibility status and other [alumni benefits and resources](#).
- State Alumni
 - i. Register for the U.S. Department of State’s [International Exchange Alumni](#) community.
 - Subscribe to the [Gilman Alumni Newsletter](#) to stay updated on job opportunities, alumni career development workshops, and information on more opportunities to go abroad.
 - If you haven’t already, join the [Gilman Scholar Network](#) and [Gilman Scholars & Alumni Facebook page](#) to connect with Gilman scholars and alumni, become a mentor or mentee, and learn about exclusive job opportunities.

Be sure to [stay in touch](#) and let us know how you are doing and connect with other students on the [Gilman Scholars & Alumni Facebook page](#) and [Gilman Scholar Network](#). You can also submit photos of your time abroad by sending to gilmanphotos@iie.org, following [these guidelines](#).

