

# 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.**

**IMPORTANT NOTICE ON TRAVEL ADVISORIES:** Please review the [Travel Advisory Policy](#) and related [FAQs on the Gilman Website](#). Gilman Scholars are permitted to study or intern only in locations with a Level 1 or 2 Travel Advisory. As a temporary exception, Gilman Scholars will be able to participate in programs in a **select number of locations with Level 3 Travel Advisories**. The program location must be a Level 1 or 2, or an approved Level 3 Travel Advisory exception location, at the **start** of the program. Gilman Scholars to approved Level 3 locations will be required to complete a weekly online check-in questionnaire for the duration of their program, or until the Travel Advisory changes to a Level 1 or 2. Please review [this page](#) for additional details.

### 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:

Review your program and award information by selecting "Click Here to Accept or Decline Your Award" in the green box marked "Start Here". If any information is incorrect, or has changed please select "no" for the item and provide the updated information.

Review and complete:

- Terms and Conditions
- Welcome Video
- Payments: **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.
- Pre-Departure Survey: You can select "Save for Later" and come back to complete this section
- Agreements:
  - International SOS: 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.
  - Fly America
  - Department of State Travel Reminders
- Emergency Contacts

#### 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 Document Collection section) and on the [Gilman website](#) to make sure your documents meet the requirements. The Gilman Program does not accept any documents via email.

**IMPORTANT:** The Gilman Program will not review documents for program locations that are currently ineligible, based on our [Travel Advisory Policy](#).

- Documents\*\*: upload the following documents to your Gilman account.
  - Proof of U.S. citizenship
  - Program Acceptance Letter
  - Proof of International Health Insurance
  - Student Photo
  - Official Transcript
  - Screenshot of STEP Registration
  - Financial Aid Certification (if applicable)

\*\*After completing all of the required section, you should see a “Completed” box at the top corner of each section and a confirmation of submission on the top of your Recipient tab.

### 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. **IMPORTANT:** The Gilman Program will only review documents for programs in

- 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 and click “Submit” on the Document Upload page.
- ii. When all your documents have been approved, you will receive a confirmation email and your scholarship payment will be processed. Please review [Receiving Your Scholarship Information](#) for more on how to receive your Gilman 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:

- Arrival Confirmation: Submit within 72 hours of arrival in your host location
  - i. Also confirm submission of flight itinerary to ISOS and review the pre-trip advisory email sent in advance of your travel
- On-site Contact Info: Submit within 72 hours of arrival in your host location
- Abroad Travel & Extension: This information can be updated at any time

Additional resources

- Emergency Card - Print or save your ISOS membership/contact card
- Goal Setting (*optional*)
- [Pre-departure Resources](#)

- 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 Resources](#)
- Complete all required sections of the Alumni Portal
  - i. Update Contact Information: *due one month after program end date*
  - ii. Reentry Survey: *due one month after program end date*
  - iii. [Follow-On Service Project Report](#): *due six months after program end date*
    - o You can request a deadline extension in the Online Portal
    - o To request a revision of your Follow-On Service Project, email [gilmanrecipients@iie.org](mailto:gilmanrecipients@iie.org).
- Download your Certificate of Achievement from the Online Portal
  - i. Learn about your non-competitive eligibility status and other [alumni benefits and resources](#).
- 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](mailto:gilmanphotos@iie.org), following [these guidelines](#).

