

Benjamin A. Gilman International Scholarship Virtual Program Scholar Checklist

Congratulations on your Gilman Scholarship! Please take the following steps prior to your virtual study/intern program, during your program, and after completing your program.

Pre-Program Checklist

Log-in to the [Gilman Recipient Portal](#) using the same log-in from your application for the scholarship. You can find additional details on [Gilman's Virtual Programs](#) webpage.

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

- Documents: upload the following documents to your Gilman account.
- Proof of U.S. citizenship
 - Program Acceptance Letter
 - Student Photo
 - Official Transcript
 - 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.

- 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 starting from your timeframe based on your program start date. Please review [Receiving Your Scholarship Information](#) for more on how to receive your Gilman Scholarship funds.
- iii. You will have access to the “Abroad” portal in your Gilman account. This section includes a place to update contact information, provide information about your internship, if applicable, and a section on Goal Setting (optional)
- iv. 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.

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.
- 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](#).