

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 login details as 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 documents via email.

- Documents: upload the following documents to your Gilman account as PDF or Word files.**
 - 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)

**Please note we will not receive your documents in our queue if you upload an incompatible file type. After completing all required sections, 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 review by priority of program start date. You will receive an email(s) with feedback on any needed revisions or confirmation that your documents have been approved. 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.

- i. When all your documents have been approved, you will receive a confirmation email and your scholarship payment will be processed within 2-3 weeks. Please review [Receiving Your Scholarship Information](#) for more on how to receive your Gilman funds.
- ii. 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 portal form 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 Re-entry Resources](#)
- Complete all required sections of the Alumni Portal
 - i. Update Contact Information: *due one month after program end date*
 - ii. Re-entry 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 your [Gilman Portal](#).
 - o To request a revision of your Follow-On Service Project, email gilmanrecipients@iie.org with answers to the [following questions](#).
- 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 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 email to gilmanphotos@iie.org, following [these guidelines](#).

