Welcome and thank you for your interest in the Benjamin A. Gilman International Scholarship Program. In this video, we will be virtually walking through the Gilman online application to help familiarize you with all the steps and features.

Let's get started!

Accessing the Gilman Application:

There are a few ways to access the Gilman online application. You can visit the home page of the Gilman website and click the "Online Application" link underneath the News & Events section. The link is also available under the Apply section of the Gilman website. You can also directly type in the web address into your browser.

Keep in mind that the Gilman online application is not always open to students. You will need to visit the Deadlines & Timeline section of the Gilman website to find out when the application will open for the term in which you will be studying abroad. However, you can register for an account with the Gilman online system at any time. We ask that you only create one account.

Application Home Page:

When you arrive on the home page of the online application you will only be allowed access to the Applicant portion of the Gilman system. In order to get started you must register an account. To register an account, click the "Applicant" button, and then click the "Register" button on the right-side.

Account Registration:

You will need to complete all of the required fields when you register an account. Please note that for the "Student ID" field you will provide your unique student ID number that was assigned to you by your home institution. This ID number can be found on your university student ID card, student online account, or your transcripts.

As you create your username and enter your email address, please be sure to "Check the Availability" of each item to ensure that they have not been used. When you feel you are satisfied that all of your information is correct, then select "Create an Account." Some of this information on this page can be changed if necessary at a later date under the "Account" page located in the right-side panel.

Beginning your Application:

Once you have registered and logged into your Gilman account, you may begin your application. You will notice in the center of the home page you have two options: 1) "Start Application", allowing you to begin your application, or 2) "Access Account", to update your account information

Once you start your application you will be prompted to select the academic term for which you are applying. Be sure to select the term that you will be studying abroad.

On the right-side panel you will find an application checklist, the future status for your advisors' certification, and upcoming important dates for webinars and deadlines. You do not have to complete the application in any particular order, but you must complete all required information in order to submit your application. You can select pages from the right-side checklist or the top navigation menu to navigate the different pages of the application.

At the bottom of each page is the "Save and Continue" button. Be sure to click this button prior to leaving a section or page of the application, otherwise your information will not automatically save. Please be aware that the system will time out if there are at least 15 minutes of inactivity.

Now, we will review each page in the online application.

Eligibility:

It is important that you review the eligibility requirements prior to starting an application to ensure that you are eligible to apply for the Gilman Scholarship. Be sure to read these questions carefully as it can affect your eligibility to receive a Gilman Scholarship. This is the only page that you cannot change at a later date, so make sure to answer the questions to the best of your knowledge before you certify and save this page.

Applicant Information:

Next is the Applicant Information page. The Gilman Scholarship uses this information to contact you should we have any questions for you and to alert you of your application status. Make sure to input the most up-to-date and accurate contact information. This page also includes an Emergency Contact that is most likely to be able to contact you if our communication to your personal email or phone numbers do not work.

If your contact information changes at any time, please be sure to update your Account information. Communication will be primarily conducted via email so it is important to ensure that a current, working email address is on file at all times.

Lastly, you will be required to answer questions regarding your U.S. citizenship. If you have any questions regarding the U.S. citizenship section, please contact your Gilman representative.

Institution Information:

Moving forward to the Institution Information page you will fill out your home institution information – this is your currently enrolled institution. If you have previously attended another institution as a degree seeking student, you will select this option and fill out the appropriate information.

If you cannot find your major or minor listed in the system, please select the major or minor that is the closest to yours. We recommend that you clarify in your essays what your actual major or minor is.

If you are unaware of your graduation date, we encourage you to contact your school or provide us with your best estimate of when you intend to graduate along with the degree that you intend to receive.

Lastly, after you have selected your home institution the advisor drop down list will change to reflect both Study Abroad and Financial Aid Advisors that are registered in the Gilman system from your institution to certify Gilman Scholarship applications. We recommend that you first contact your advisors before selecting them, so that they are aware of your Gilman Scholarship application and you select the correct advisor. If your advisor is not listed in the system, please have them register for an account with the Gilman Program. Should your advisor have any questions, please have them contact their appropriate Gilman representative.

Transcripts:

You are required to upload your official undergraduate transcript from your currently enrolled institution. If you are a transfer student, you must also upload your transcript, either official or unofficial from your previously enrolled institution listed in your application. Keep in mind that the system will only allow you to upload one document for each institution and the file size must not exceed 12megabytes. Therefore, you will need to save all pages for each transcript into one document and compress the file size if necessary. If you have any difficulty uploading your transcripts, there is an instructional video that is accessible on this application page or you can find it on the Gilman website under the Multimedia page. It is your responsibility to upload the appropriate transcript documentation. Failure to provide the appropriate documentation will deem your application ineligible.

Abroad Program:

If you are filling out the Gilman Scholarship application, then you should have already decided to study abroad and are actively applying to a study abroad program. You do not have to be accepted into the program in order to provide this information in your application. If you are applying to multiple programs, we suggest you input the program information for your top choice. On the Abroad Program page you will provide your study abroad program information. This information should be available on your program provider's website, your home institution's study abroad section of their website, brochures, or any other media you may have received based on your particular program. If you are unsure of this information, please contact your study abroad advisor immediately.

Program Details:

The Program Details page is a continuation of your study abroad program information.

International Experience:

Following your study abroad program information is the International Experience page. If you have studied abroad before for undergraduate academic credit you will provide brief information on that particular experience. Please note that non-academic or personal travel abroad is not considered international experience for this portion of the application; therefore you would not provide that information in this section.

Financial Aid:

As a reminder, one of the eligibility requirements is that you must be receiving a Federal Pell Grant either at the time of your Gilman Scholarship application or during the academic term in which you will be studying abroad. On the Financial Aid page you will verify your Pell Grant status and the financial information for your program. It is in your best interest to meet with your financial aid advisor to go over this information to ensure that you provide the most accurate data.

Essays:

There are two essays required as part of the Gilman Scholarship application: the Statement of Purpose Essay and the Follow-on Service Project Proposal. We recommend that you compose your essays first in a word processing program. Then copy and paste your essays into the text boxes provided. This will allow you to save your essays and ensure that your information is not lost due to a session timeout. Your essay should be composed in paragraph format, not as numbered responses to the given prompts. Keep in mind that you are limited to 7,000 characters, including spaces, per essay. Please double check your essays once you have pasted them into the application to ensure that your complete essay transferred and a portion of your essay was not cut off because you exceeded the character limit. Additionally, do not format your essays in the word processing program because your formatting will not be retained upon transferring. We have provided limited formatting for your essays once you have pasted them into the text boxes.

The essay prompts stay the same for each application cycle. Therefore, you can begin your essays at any time. The prompt questions are located on the Gilman website under the Apply section. Visit our Multimedia page on the Gilman website for a *Composing Competitive Essays* video, This video will provide a detailed understanding of how to compose competitive essays for your Gilman Scholarship application and the specific guidelines for each required essay.

Certification:

The Certification page is meant to ensure that you completely understand what is being asked of you as a Gilman Scholarship applicant and that you confirm providing the Gilman Program with the most accurate information in your scholarship application. It is your responsibility to read each statement carefully and acquire the appropriate knowledge to be able to agree to each statement.

Survey:

Here you will find an optional survey that will not be included in your Gilman Application during the selection process. This survey will assist the Gilman Program in gathering information for statistical purposes only. If you choose not to complete the survey it will not have an impact on your Gilman application.

Review and Submit:

The last page in the application, Review and Submit, identifies any pages that are incomplete. We encourage all applicants to thoroughly review their answers on every page before submitting their application. Once your application is submitted, no additional changes can be made. When you have completed all required fields in your application you can submit your application.

Conclusion:

Your selected certifying advisors will receive an auto-generated email immediately after you submit the online application asking them to certify your information. It is your responsibility as an applicant to ensure that advisors are aware of and complete their portion of your application by the given advisor deadlines. Late or incomplete applications will not be accepted. Remember that deadlines are based on Central Time. For more information on applying for the Gilman Scholarship, we encourage you to visit our website and please feel free to contact the Gilman program with any questions.