Indicating Changes to Study Abroad or Internship Program

Study Abroad/Internship Program Information Updates or Changes

If any of your program information has changed since you applied for the Gilman scholarship, please indicate these changes as you are accepting your award in your Gilman account.

Accepting Your Award and Updating Program Information

Start Here!

You have until **12/12/2021** to complete your Gilman Scholarship Award Acceptance.
Click Here To Accept or Decline Your Award

Please update your program details or change to another eligible program by clicking on the link in the "Start Here!" box on the recipient dashboard (see our FAQs for more details). If you already accepted your award, you can edit your program details by clicking "View/Edit Decision Confirmation" on the right side of your dashboard.

Scholarship Decision Form

> View/Edit Decision Confirmation
> Review Gilman Award Letter
Instructions

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Pay special attention to your program dates listed and update them accordingly. This will prevent further delays in receiving your scholarship. Do not include the day(s) spent traveling to and from your host country. Any aspect of the program that takes place in the U.S. should **not** be included.

The Gilman Program will review and confirm all changes to your program. Changing to a different program will require completion of a program change form (initiated by the Gilman team) and will require recertification by your study abroad advisor.

I've Already Received My Payment and the View/Edit Option is Locked

If you received your scholarship payment and need to update your program details or initiate a new program change, the "View/Edit Decision Confirmation" option will be locked, and you will need to contact your Gilman regional advisor.

Types of Changes:

→ **Program Type** – only in-person abroad or internship programs allowed.

→ **Program Type for Academic Credit** – is your program still one of the following:
  o Academic Study
  o Academic Study and internship
  o Academic Study and Service Learning
  o Co-op
  o Faculty-led
  o Independent Study
  o Internship
  o Student Teaching
  o Volunteer/Service learning
  o Other

→ **Program Sponsor** – update if program sponsor or provider (i.e. UCEAP to CIEE) has changed.

→ **Program Title** – update if you switched programs/courses and title has changed or was written incorrectly in your application. If a Gilman recipient changes from one program to another, their Gilman award amount may need to be adjusted. Typically, reductions in award amounts may occur for recipients of partner and supplemental awards (CNLA and STEM) who no longer meet the award qualifications.

→ **Foreign Institution** – confirm if you are attending a foreign college/university. Select "Yes" to confirm the listed info is correct. Select "No" only if you are switching foreign institutions, and update with the new information.

→ **Start and End Date** – The start date is the date your program requires you to arrive in your host country. The end date is the date your program allows you to depart your host country. This does not include any coursework or program components in the U.S. This also does not include any time spent traveling to or from your host country. If your letter of acceptance to your program notes a slight change in specific dates, please match them here.

→ **Country/City** - update if your program and/or city have changed, or you need to add or remove a country or city to update your program information.

Examples of Correct and Incorrect Program Change Indications

◊ **CORRECT** indication of program sponsor change:

Is Your Program Information Correct?

Program Type: **In-person abroad program or internship**
Yes ▾

Program Type for Academic Credit: **Internship**
Yes ▾

Program Sponsor: **Other**
No ▾

What institution/organization will be administering your program?
If your program administrator is not listed, please select 'Other'.
ISEP: International Student Exchange Program ▾

Program Title: **Study in Portugal Network**
Yes ▾

◊ **INCORRECT** indication of program sponsor change: (if your program sponsor has not changed and only the title of the program has, do not indicate "No" and list the same sponsor. Change only the Program Title in the next section.)

Is Your Program Information Correct?

Program Type: **In-person abroad program or internship**
Yes ▾

Program Type for Academic Credit: **Academic Study**
Yes ▾

Program Sponsor: **The George Washington University**
No ▾

What institution/organization will be administering your program?
If your program administrator is not listed, please select 'Other'.
Other (Please Specify) ▾

The George Washington University

Program Title: **GW Exchange - University of Sydney**
No ▾

GW Exchange - University of Sydney

◊ **CORRECT** indication of a foreign institution information change:

Foreign Institution Information

Foreign Institution: **Stellenbosch University**
No ▾

How many foreign institutions will you attend?
1 ▾

Foreign Institution 1

Kookmin University

South Korea ▾

Start and End Date: **07/01/2024 - 08/27/2024**
No ▾

Please enter your study abroad program dates. Do not include the day(s) spent traveling to and from your host country. Any aspect of the program that takes place in the U.S. should **not** be included.

First day of your study abroad program
July ▾ | 1 ▾ | 2024 ▾

Last day of your study abroad program
August ▾ | 31 ▾ | 2024 ▾

◊ **CORRECT** indication of foreign institution information confirmation: (selecting "YES" confirms you are not studying at a foreign institution)

Foreign Institution Information

Foreign Institution: **Not attending a foreign college/university**

Yes ▾

◊ INCORRECT indication of foreign institution change: (Do not select "No" if the foreign institution is the same.)

Foreign Institution Information

Foreign Institution: **ISCTE - University Institute of Lisbon**

No ▾

Foreign Institution 1

ISCTE - University Institute of Lisbon

Portugal ▾

Start and End Date: **05/08/2024 - 07/05/2024**

Yes ▾

How many foreign institutions will you attend?

1 ▾

Confirm Program Updates and Award Acceptance

Once you have confirmed your program information and made any updates, accept your scholarship at the bottom of the pop-up and click Submit:

Award Acceptance.

I hereby accept the Gilman Scholarship offered and agree to abide by the conditions of the award as specified on the Virtual Terms and Conditions or In-Person Terms and Conditions Contract. I also acknowledge that the Gilman Scholarship Program will be notifying both my certifying study abroad and financial aid advisor of the receipt of this scholarship award. I further acknowledge that receiving an outside scholarship may impact my overall financial aid. It is my responsibility as a recipient to meet with my university financial aid advisor prior to accepting this award to determine what impact, if any, this scholarship may have on my financial aid.

☑ I accept

☐ I am unable to accept the Gilman Scholarship and must decline.

Submit   Close

Gilman Review of Updated Details/Program Change Request Initiated

- Your updated program information will be reviewed by the Gilman team.
- If there are major changes to your program (**changing countries, program administrator, direct enroll foreign institution, program term etc.**), the Gilman team will open a Program Change form for you to complete in the Recipient tab of your Gilman account.
  - o The Program Change tile will ask you to confirm the updated program information and additional details.
  - o Please allow the Gilman team 2-3 business days to review and open the Program Change form.
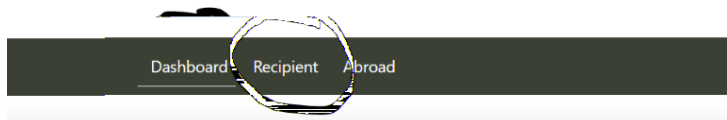
Welcome, Alexander

plete your   This Scholar Portal introduces you to the program, and allows you to com required forms.

- If you are receiving a supplemental award, you will be asked to confirm eligibility on your Program Change form (example below).

Program Change Additional Details

What is the program length? *

Select an academic term *

Will you be studying a foreign language? *

Will you conduct STEM focused research while studying and interning abroad? *

- After your section of the program change has been completed, your home university study abroad advisor will receive a notification to certify the details of your new program. After your program has been recertified, the Gilman team will review your new program information and approve within 2-3 business days.

Notification of Program Change Approval and Documentation Review

You will receive a notification once your program change has been approved. Once approved, please continue with your remaining recipient requirements in your portal. If your recipient tiles have all green "Complete" banners and your Document Collection tile banner is a blue "Pending IIE Review," Gilman will be alerted to review your requirements after the program change is approved.
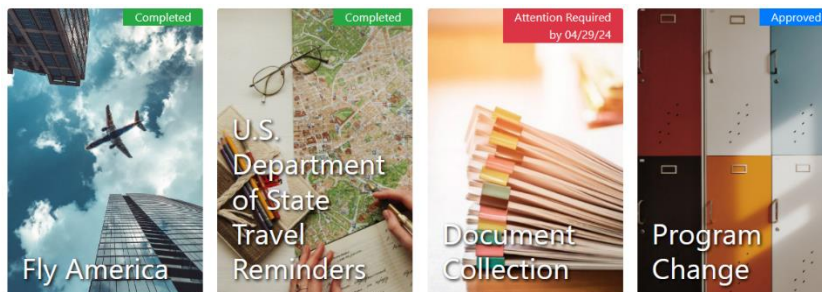
Frequently Asked Questions

I've already completed a program change before, am I able to complete a new one?
Please note that Gilman recipients can continue to change their programs as many times as needed within the program start date range for their awarded application cycle.

I've already accepted my award and submitted my decision form; how do I update it?
If you already accepted your award, you can edit your program details by clicking "View/Edit Decision Confirmation" on the right side of your dashboard. **NOTE: you will be unable to edit this form after your payment has been processed.** If you have any questions, please contact your Gilman Regional Advisor.

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Are recipient award amounts adjusted if I change to a new program?
If a Gilman recipient changes from one program to another, their Gilman award amount may need to be adjusted. Typically, reductions in award amounts may occur for recipients of partner and supplemental awards (CNLA and STEM) who no longer meet the award qualifications. For example, a recipient of the Critical Need Language Award who is no longer studying the critical need language.