

From: Gilman Gilman@iie.org  
Subject: Congratulations on your Gilman Scholarship!  
Date: Feb 7, 2017, 1:30:29 PM  
To: [REDACTED]

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February 7, 2017

Anna Guo  
[REDACTED]  
[REDACTED]

Dear Anna:

Congratulations! We are pleased to inform you that you have been selected as a recipient of the Benjamin A. Gilman International Scholarship in the amount of \$2,500. The program offers grants for U.S. citizen undergraduate students of limited financial means to pursue academic studies or credit-bearing, career-oriented internships abroad. Such international exchange is intended to better prepare U.S. students to thrive in the global economy and interdependent world. The U.S. Department of State's Bureau of Educational and Cultural Affairs, the sponsor of the Gilman International Scholarship Program, joins the Institute of International Education (IIE) in offering congratulations on your award.

During the summer 2017 early application cycle, the program reviewed more than 700 applications for over 250 awards. This application cycle was very competitive and we applaud you on your selection. This scholarship is being offered for you to participate in the following program and complete your Follow-on Service Project as indicated in your application:

**Program Name:** KOREAN LANGUAGE & ELECTIVES IN ENGLISH

**Program Sponsor:** ISA: International Studies Abroad

**Host Country:** Korea, South

**Program Dates:** 6/25/2017 - 8/4/2017

*If this information has changed, please contact the Gilman Program immediately.*

Please review the instructions provided for further information on how to accept your Gilman Scholarship. Should you have any questions, please contact IIE at [gilman@iie.org](mailto:gilman@iie.org) or 832-369-3484.

We wish you the very best as you embark on your experience abroad.

Sincerely,



Mala Adiga  
Deputy Assistant Secretary for Academic Programs  
Bureau of Educational and Cultural Affairs  
U.S. Department of State

**Instructions for Accepting Your Gilman Scholarship**

**1. By Tuesday, February 21, 2017 you must accept or decline your award.**

- **To accept your award:** Login online at <https://gilmanapplication.iie.org> and click "Start Award Documentation". If you have forgotten your password and/or username, you can retrieve them from the homepage. More detailed instructions on how to accept your award are available in the online award system. In addition, the Gilman staff will conduct three interactive webinars to assist you with the award documentation process (see schedule below).
- **To decline your award:** Login online at <https://gilmanapplication.iie.org> and click "Start Award Documentation". If you have forgotten your password and/or username, you can retrieve them from the homepage. Under the *Notice of Award* page, you will be given the option to decline your Gilman Scholarship; please provide your reason.

***If you do not accept your award and have not communicated any issues to the Gilman Program by Tuesday, February 21st, we will not be able to continue to offer you an award.***

**2. Complete your Gilman Online Award Documentation.** In addition, you will be required to upload the following documents into your online award documentation by February 21, 2017:

- Proof of U.S. citizenship
- Proof of acceptance into the study abroad program indicated in your application
- Proof of international insurance coverage
- Photograph
- Official transcript

**Note: If you have not yet received any part of your required documentation, please accept or decline the award in the Notice of Award page and submit as much information as you are able to by the deadline. Do not submit placeholder documentation to meet this deadline, as this will delay the approval of your documentation. More detailed guidelines on each required document are available to you in the online award system.**

**3. Receipt of Scholarship Money:** Your scholarship money will not be awarded to you until all required documents have been approved. You have the option of receiving your award either through direct deposit or in a check form. **If you select for your funds to be directly deposited, you must fill out the payment information section and upload a VOID personal check or bank verification letter into your online award documentation.** (Note: If your name is not printed on the check, then it will not be accepted.) Whether you select direct deposit or a check to receive your scholarship, your scholarship will be distributed to you in approximately 2-3 weeks after your complete documentation is received. It is recommended to select direct deposit, as it is usually a faster way to receive your funds, is more secure in that it avoids the possibility of the check getting lost and allows for tracking, if needed. Once the direct deposit is released, it takes 3 business days for the funds to transfer into your account.

**4. Transcript:** Upload an official transcript from your currently enrolled institution through the recipient section of your Gilman online account. This must be an official transcript, including the front and back and include either your current term "in progress" or your most recently completed term

**Recommended online webinars to assist you with the award documentation process:**

**To register, go to:** <https://attendee.gotowebinar.com/rt/7643760136706351107>

- Wednesday, February 8, 2:00 pm – 3:00 pm CST
- Thursday, February 9, 10:00 am – 11:00 am CST

Please note these webinars take place during **Central Standard Time (CST)**.

**Questions:**

Email: [gilman@iie.org](mailto:gilman@iie.org)

Phone: [832-369-3484](tel:832-369-3484)

