

## Guidelines for Applying for the Benjamin A. Gilman Scholarship For Study Abroad

<http://www.iie.org/programs/gilman/index.html>

### Phase I: Application Process

#### 1. Application Cycles and Deadlines

Summer, fall, or academic year study abroad  
Application process opens in January.  
Deadline is the first Tuesday in March or October each year.

**2015: Mar 3, 2015, 9:59 PM PST**

For summer, fall, or academic year study abroad.

**2015: Oct 6, 2015 9:59 PM PST**

For winter and/or spring study abroad.

#### 2. Amount of Awards

Up to \$5000, standard awards  
Up to another \$3000, if studying a critical need language such as Arabic, Chinese, Japanese, Korean, Russian, Persian language groups, Indic language groups, Turkic language groups.

#### 3. Qualifications for Applicants

Must be a US Citizen.  
Must have undergraduate status.  
Must be receiving the US Pell Grant.  
Must be participating in an approved, credit-eligible study abroad program, contract, or consortium partnership.  
Must spend at least 28 consecutive days in at least one country.  
Must begin study abroad within certain dates during fall, winter or spring time periods.  
Summer study is available.  
May not study in any country listed on the US State Dept Travel Warning list.

#### 4. Some Selection Criteria Used

Students with high financial need.  
Students of diverse ethnic backgrounds.  
Students going to diverse, non-traditional destinations. Western Europe and Australia are eligible, but you face greater hurdles.  
Students with disabilities.

#### 5. Application Form and Components

<http://www.iie.org/programs/gilman/index.html>

a. **Online Application** – Basic Info to be entered online, save as draft while working on essays.

*Evaluations question:* Select the narrative evaluation option and then briefly explain that Evergreen professors write detailed explanations of your performance in the class, reviewing assignments, participation, projects, and creativity. Or something like that...

*Major Question:* Evergreen doesn't have majors, but don't try to explain that to Gilman. Enter what you consider to be your primary focus of study.

*Advisor Question:* Select Michael Clifthorne as your Study Abroad Advisor and Barry Bailen as your Financial Aid Advisor. We will have to certify your application by a later deadline.

#### b. Statement of Purpose Essay

There are as many ways to write a successful essay as there are people. If you are a confident writer, this essay will not pose such a challenge. If you are less confident, here is a suggested structure to utilize, but be sure to make it your own, give it your own voice. You should also review the FAQ section of the Gilman site (<http://www.iie.org/Programs/Gilman-Scholarship-Program/Application-Process/Essays>), particularly the advice about the essay and follow-up project. Your essay is limited to 7000 characters including spaces, which usually results in 1-2 pages of single-spaced writing. The overall key word is "compelling". After reading your essay, an objective reader should feel that your rationale for a scholarship is compelling.

#### Suggested Essay Components

**Identity:** Spend some time succinctly discussing your personal story, including ethnic, disability, and first generation background if applicable. Your story should include how you came to feel passionately about your field of study as it relates to your study abroad plans. Who are you and what inspires you? Was there an "event" that awakened you to your passions and interests? Does this first paragraph draw the reader in to want to read more? This should be absolutely no more than 25% of your essay!

**Plan of Study Abroad:** From your passion, transition into the what, when, where, and how details of your expected study abroad. Although you may not have all the details worked out, you must have at least 75% of your plan clear in your head. This is often hardest for contract students, who are still working things out, but give it your best shot. Be sure to include any interesting or unusual features of your plan, such as internship or community work, home stay plans, anything that will highlight your connection to local communities as opposed to standard “island-style” or isolated study abroad programs. Tip: Always “frame” your study abroad plan in a way that helps the reader understand Evergreen. For example, *“I will take part in a three-quarter-long, 48-credit, Evergreen faculty-led program called Andean Roots. The first two quarters will be on campus; the third quarter will take place in Peru.”*

**Value to Education and Career:** Discuss how this experience will benefit you in your educational and career goals. Be thoughtful, reflective of this point. How will you be better prepared? How will this broaden your perspective as you move forward in life? How does this link to graduate school, if applicable? How does having a first-hand experience in the destination country differ from merely reading about it? Why will you be more employable because of this experience?

**Challenges to Overcome:** Discuss some of the challenges you face in making this experience a reality. Please don’t be whiny or “poor little me” in tone, but realistically acknowledge obstacles that you face. Sometimes this relates back to identity issues, such as having a disability or other things. You might be a single parent who has to find a way to accommodate child care while you are away. You might be a non-traditional age student who feels pressure to complete your education and move quickly into your career path. You might be the first person in your family to attend college or attempt to study abroad, a ground breaker of sorts, experiencing the uncertainty of that. You might be working several part-time jobs in addition to attending school full-time. And of course, financial resources are always a challenge, so including a strong, mature statement about your need for funding – without sounding whiney, pitiful or guilt-trippy – is important.

**Now, Review the Gilman Essay FAQ’s** one last time. After writing your essay, go back one last time and compare your answers to the various questions posed in the Gilman Essay FAQ’s. Have you addressed all the major concerns in the course of your essay? If something feels missing, go back, revise, and smooth it out.

### **Feedback on Your Essay**

You absolutely **MUST** seek out honest, critical feedback on your essay and follow-up proposal: everything from structure, organization, style, grammar, content, impact, audience, typos, etc. You want your essay to stand out. Be compelling in the telling! You may seek feedback from anyone who is willing to read it. At Evergreen:

Michael Clifthorne, Coordinator of International Programs, Library 2153, 360-867-6421 or at [clifthom@evergreen.edu](mailto:clifthom@evergreen.edu).

Academic Advisors, Library 2153, 360-867-6312 to schedule an appointment. Both Cholee Gladney and Jean Eberhardt have extensive experience in advising on the Gilman and writing in general.

The Writing Center has lots of experience in guiding students through scholarship applications. Library 2304, 360-867-6420.

KEY Student Services, Library 2153, will assist students who are formally enrolled as a KEY student. See <http://www.evergreen.edu/key/home.htm>. 360-867-6464.

First Peoples Advising, Library 2153, will assist students of color and others as part of their office mission. 360-867-6284.

Professors, Ask a faculty member to give you feedback, especially about the academic focus.

### **c. Follow Up Project Proposal**

Be sure to see the FAQ section of the Gilman site for discussion of the Follow-up Project (<http://www.iie.org/Programs/Gilman-Scholarship-Program/Application-Process/Essays>).

I suggest one or at most two significant events as part of your follow up. It is not wise to try to list five or six different events in order to impress Gilman. It becomes too unmanageable for you. But one or two well-planned events can be very effective. It can range from a straightforward

presentation in a program or class upon your return, to something more sophisticated. Through presentations, e-mail, and blog sites, one student connected a high school diversity club he belonged to with a similar group in a Middle Eastern country, thus expanding his circle of influence and outreach ten-fold. Plan presentations to young audiences, likely to have a future opportunity to study abroad and apply for Gilman.

d. **Transcripts** – Please review Gilman’s guidelines on transcripts at this link: <http://www.iie.org/Programs/Gilman-Scholarship-Program/Application-Process/Transcripts>

#### **Evergreen Transcripts:**

Standard: One official or unofficial electronic pdf of your current Evergreen transcripts.

Alternative: An Enrollment Verification Letter from Registration if this is your first quarter as a transfer and you have no Evergreen transcripts. Convert to pdf for upload.

Alternative: For freshmen only, you must also upload a pdf copy of your high school transcripts.

You can order your transcripts online through your my.evergreen.edu account. You **MUST** order these in a timely way, at least 10 days in advance or as soon as possible. Further, if Records discovers that you are missing required documents from your transcripts, they can’t send an official version out until the missing items are turned in. It is best to order a pdf version of your transcripts and then directly upload them electronically to the Gilman application. Official transcripts can be opened for scanning purposes.

#### **Other Transcripts?**

If you were a degree-seeking student at another school, list that school, and order, receive, open, scan and upload the transcripts for that school as well. If you only took occasional courses at another school, don’t list or submit transcripts.

Later, if you get an award, you will have to order transcripts a second time from each school and have then sent directly to Gilman. Yes, this means that ultimately you would pay for two sets of transcripts for each school.

## **Phase II – Certification of Application**

Two Evergreen staff members must certify (verify) your online application:  
Barry Bailen, Financial Aid Office, Lib 1233  
360-867-6205, [bailenb@evergreen.edu](mailto:bailenb@evergreen.edu)  
He will certify your financial aid and Pell status.

Michael Clifthorne, International Programs, Lib 2153, 360-867-6421, [clifthom@evergreen.edu](mailto:clifthom@evergreen.edu)  
He will certify your approved study abroad plans.

We must certify your application up to one week after your deadline. In order to do this, we must have accurate information about your program of study and your costs.

You must complete the Gilman Information Form at the end of this packet and turn it in to Michael Clifthorne before or immediately after you submit your application online.

Depending on the time of year and deadline timing, there are several reasons it may be helpful to submit the “Additional Expenses Form” to the Financial Aid Office. You may contact Barry Bailen at the Financial Aid Office to discuss this. The “Additional Expenses Form” is used to document your extra study abroad costs to create a higher financial need, an advantage when Gilman is assessing your potential award. The “Additional Expenses Form” is not required at the time your Gilman Application is submitted. Barry Bailen will use your estimated costs on the Gilman Application with the understanding you may have underestimated your costs and that may reduce your eligibility for the Gilman Scholarship. Gathering factual information of your costs will assist you in a more accurate determination of your costs to be submitted on the Gilman Application. These same documented costs will be required with the “Additional Expense Form” to be submitted to the TESC Financial Aid Office.

## **Phase III – Evaluation and Notification**

Gilman evaluates applications Mar/Apr and Oct/Nov respectively. Students are notified of awards around the first week of Jun or Dec respectively.

## Phase IV – Students Receiving Awards

Awards are typically between \$1500 and \$5000. If you receive an award, Gilman will require you to submit additional forms and information within a ONE-week deadline. You will not receive your award until all forms are in. You can prepare ahead for some of these things:

1. Form A – Notice of Award
2. Form B – Terms and Conditions Contract
3. Form C – Fly America Affidavit This concerns your flight from the US to overseas. You must either a) ensure that your flight from the US is through a US airline company if using Gilman money at that point to pay for it, or b) attest that you will not use any Gilman funds to pay for the flight (as opposed to tuition, for example). In other words, you may use a non-US carrier to fly overseas, but you must attest that you are not using Gilman money to pay for it. Also, as long as the first leg of your trip is on a US carrier when using Gilman money, it's okay if the second leg to your final destination is on a non-US carrier.
4. Form D – Acknowledgements of Health and Safety Info
5. Form E – Program Publicity Release This gives Gilman permission to publicize your name as an award winner.
6. Proof of US Citizenship This is either a photocopy of the ID page of your valid passport, or a copy of your US birth certificate.
7. Proof of Acceptance into Your Study Abroad Program. This is either a letter from a consortium partner indicating your acceptance, a letter from your professor confirming your participation in the overseas portion of an Evergreen faculty-led program, or for contract students, a letter from Michael Clifthorne on letterhead after he has verified the status of your contract.
8. Proof of Insurance Coverage You **MUST** have insurance. Gilman accepts as a minimum, the Travel Accident Insurance that comes with the International Student ID Card. You can purchase this online for \$25 at [www.myisic.com](http://www.myisic.com), a subsidiary of STA Travel. It takes about two weeks to order it online, or you can go to STA

Travel in the U District in Seattle and get it on the spot. For Gilman, ISIC will immediately send you a confirmation email of your purchase. You can save this and upload it as proof of insurance. You can also purchase broader medical insurance through any number of study abroad insurance providers.

9. Official Transcript: Order a transcript from each listed school to be sent to the Gilman offices in Houston, TX.
10. Photograph Upload a high resolution photograph of your head shot to Gilman, possibly to be used for publicity purposes.
11. Emergency Contact Information

## After you arrive at your destination:

12. Register with the US Embassy online at <https://travelregistration.state.gov/ibrs>
13. Provide your onsite contact information to Gilman.

## Phase V – Follow Up Project

Within 6 months of your return from overseas, you must complete your follow up projects and confirm this with Gilman. This phase does **NOT** require any verification from the Coordinator of International Programs, but will consist of direct communication between you and Gilman.

## Gilman Information Form for Evergreen Certifiers:

**NOTE: If you do not turn this form into Michael Clifthorne, he may not be able to certify your application.**

Turn in one copy of this completed form to Michael Clifthorne in Library 2153, International Programs before or immediately after you submit your application.

Michael Clifthorne, International Programs,  
Lib 2153, 360-867-6421, [clifthom@evergreen.edu](mailto:clifthom@evergreen.edu)  
He will certify your approved study abroad plans.

1. Name \_\_\_\_\_

2. Evergreen ID# \_\_\_\_\_

3. Quarters of study \_\_\_FA \_\_\_WI \_\_\_SP \_\_\_SU

Semesters of study \_\_\_FA \_\_\_SP (consortia)

4. Study Abroad Mode

\_\_\_ Evergreen program abroad

\_\_\_\_\_

\_\_\_ Independent Learning or Internship Contract

Subcontracting School or Organization?

\_\_\_\_\_

\_\_\_ Consortium Partner of Evergreen

Which One? \_\_\_\_\_

5. Destination Country (at least 28 days in that country)

\_\_\_\_\_

Other countries? \_\_\_\_\_

\_\_\_\_\_

6. Have you studied abroad before for more than 4 weeks?  
If yes, where?

\_\_\_\_\_

8. I am:

\_\_\_ a resident of Washington State

\_\_\_ a non-resident from \_\_\_\_\_

### Study Abroad Costs?

Evergreen Tuition \_\_\_\_\_

Study Abroad Program Tuition \_\_\_\_\_

RT Airfare: \_\_\_\_\_

Housing: \_\_\_\_\_

Meals: \_\_\_\_\_

Materials/Books \_\_\_\_\_

Passports and Visas \_\_\_\_\_

Insurance \_\_\_\_\_

Immunizations \_\_\_\_\_

In-country Transportation \_\_\_\_\_

Other? \_\_\_\_\_

### Total Costs \_\_\_\_\_

This is the number you should be entering into the Gilman site as your study abroad costs.

Note: If you receive a Gilman award, you will be required to also complete an Evergreen Additional Expenses Form and submit this to Financial Aid. Go to <http://www.evergreen.edu/financialaid/forms.htm>