How to Create an Advisor Account and Certify Applications

To Create an Account:

1. To create an account click the "Register" button in the right navigation menu.
2. Enter the information required to open an account. You will be able to select your own user name and password.
3. Select your institution's state from the dropdown list provided, and then select your institution from the next dropdown list. If you institution is not listed, please email gilmanadvisors@iie.org.
4. Select the appropriate advisor type (study abroad, financial aid, or non-certifying).
5. Click the "Create Account Now" button at the bottom of the page.
6. Once you have registered, you can now login to the Gilman application system using the login and password you created.

Gilman Advisor Type:

Below are the three types of advisor roles affiliated with the Gilman Scholarship Program:

Study Abroad Certifying Advisor: This advisor has the ability to certify an application submitted by a matriculated student at his/her U.S. Institution. The advisor must be able to certify his/her U.S. institutions study abroad program information. This also includes the ability to perform limited research on applications that include non-affiliated study abroad programs or a program provided by a 3rd party provider. The person in this role needs to be familiar with international education programming and typically works within a study abroad office, academic advising office or is a full-time faculty member. This individual should have a strong knowledge base of the U.S. institution's study abroad policies as it relates to academic credit and program costs. This advisor may also be invited to participate in the selection process.

Financial Aid Certifying Advisor: This advisor has the ability to certify financial aid information submitted by a matriculated student at his/her U.S. Institution. The advisor in this role is required to work within the student's home institution financial aid office. This advisor must be able to provide the student's home institution financial aid information as it relates to the study abroad program. This advisor may also be invited to participate in the selection process.

Non-Certifying Advisor: This advisor primarily promotes the Gilman Scholarship Program on their U.S. institution's campus. This advisor can be registered to receive important updates and invited to serve as a selection panelist. This person can also order outreach materials and view their institution's application(s) progression. This individual will also have to register within the updated application system. This position does not certify applications.

Verifying Account Information:

Before you can certify applications and view student applications your account must be verified. There are two ways for your account to be verified.
1. The Gilman staff will review and verify account information as new accounts are created. Most accounts will be verified by the Gilman Program within 2 business days.
2. If your institution already has at least one verified advisor in the system, a verified advisor can login to the application and verify your account.
   - To verify another advisor in the system, a verified advisor at your institution should login to the application. Once logged in, the verified advisor should click on the "Advisors" tab and click on the "Advisors Awaiting Approval" tab. Select "Verify" in order to approve the account.
   - If your institution has decided to designate one financial aid advisor or study abroad advisor for all Gilman applicants, then only that advisor's account should be verified. Advisors who create an account as a Non-Certifying Advisor will not be able to certify students' applications.

Certifying a Student's Application:
1. Once your account has been verified, you will be able to see a list of all students from your institution who have selected you as their advisor in their application.
2. You will receive an email when a student who has selected you as his/her advisor submits a complete application. The application is now ready for your certification.
3. To certify an application, click on the "Awaiting Certification" tab and select the student application you would like to view. Once you are ready to certify, click on the ribbon icon, review the certification questions, and submit your certification. You may not change your responses once you have submitted your certification.
4. If you wish to view or print a student's entire application, you may do so by signing into the updated Gilman Advisor Portal.