

Application Checklist for the NHSC Scholarship Program



✓ **Step 1: Read the NHSC Scholarship Program Application & Program Guidance (APG)** to help you:

- Understand the NHSC program requirements.
- Determine your interest to apply for the NHSC Scholarship Program.

✓ **Step 2: Check your Eligibility.** To be eligible, you must be:

- A U.S. citizen or U.S. national
- Accepted or enrolled, full time, in an eligible degree program at an accredited U.S. school in one of the following primary care disciplines:
 - Medicine (MD or DO).
 - Dentistry (DDS or DMD).
 - Nurse practitioner (NP).
 - Certified nurse midwife (CNM).
 - Physician assistant (PA).

✓ **Step 3: Understand the Service Commitment.** NHSC Scholarship program participants agree to provide a one-year service commitment in an underserved community for each year of scholarship support received. There is a two-year minimum service commitment and participants can receive a maximum of four years of support.

✓ **Step 4: Access the BHW Customer Service Portal** to create an account. If you have previously applied to the program and are using the same email address you must create a new password to log in.

Need assistance with resetting your password or other help? Contact the NHSC Customer Care Center, 1-800-221- 9393, (TTY: 1-877-897-9910), M-F, 8 a.m. to 8 p.m. ET, except federal holidays

✓ **Step 5: Provide Letters of Recommendation.** You will need one (1) academic and one (1) non-academic letter of recommendation. Discuss your application with those submitting letters on your behalf.

- Make sure your recommenders understand the:
 - Purpose of the program.
 - Accepted letter formats.

- Submission process.
- Application deadline.

- Confirm receipt of the letters through your BHW Customer Service Portal account.

✓ **Step 6: Gather Supporting Documents**

- All documents must:
 - Be legible and formatted as a PDF, DOC, or DOCX (Word document) file no larger than 5 MB.
 - Have a handwritten or digital signature.

✓ **Step 7: Provide Required Documentation**

- Proof of U.S. citizenship
 - U.S. birth certificate.
 - ID page of a U.S. passport.
 - Certificate of Citizenship or Naturalization.
- *Authorization to Release Information
- *Acceptance Report/Verification of Good Standing
- One essay (500 words or less)
- Transcript
- Current tuition and fees schedule

** These two documents should be on the NHSC Scholarship Program form.*

✓ **Step 8: Provide Additional Supporting Documentation (if applicable)**

- Verification of Disadvantaged Background
 - Statement Regarding Existing Service Obligation
- Review the “Completing an Application” section of the NHSC Scholarship Program Application & Program Guidance (APG) for detailed information.

✓ **Step 9: Review Your Application.** Certify the completeness and accuracy of the responses and documentation you provide.

✓ **Step 10: Submit your application for review by the deadline.**

You may edit your application and resubmit the application until the application closes on April 25.

*We will notify you about the final status of your application by **September 30, 2024**.*

