



# 2018 Application Checklist

## SCHOLARSHIP PROGRAM

✓ **Step 1: Read** the [2018 Application & Program Guidance \(APG\)](#).

Determine whether you qualify for the NHSC Scholarship Program. Get a better understanding of the various, rigid NHSC program requirements.

✓ **Step 2: Check your Eligibility**

You must be::

- A U.S. citizen or national
- Accepted or enrolled 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,
  - Certified Nurse-Midwife, or
  - Physician Assistant

✓ **Step 3: Understand the Service Commitment**

For each year of financial support (up to four years), you agree to serve a **minimum two years** at an NHSC-approved site in high-need urban, rural, and frontier communities across the nation.

✓ **Step 4: Review NHSC Site Types** Health care facilities that are NHSC-approved sites:

- Federally Qualified Health Centers and Look-Alikes
- Rural Health Clinics
- Hospital-affiliated primary care outpatient clinics
- Indian Health Service, tribal and urban Indian Health clinics
- Some Indian and Tribal Hospitals
- State or federal correctional facilities
- Private practices (solo or group)
- Community mental health facilities
- Community outpatient facilities
- Critical Access Hospitals
- Free clinics
- Immigration and Customs Enforcement (ICE) Health Service Corps
- Mobile units
- School-based health programs
- State and county health department clinics

Look for available jobs at these sites using the [Health Workforce Connector](#).



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### ✓ Step 5: Prepare Your Application

#### Create a BHW Customer Service Portal account.

- Have you applied previously? Use that information to login and begin the application.

#### **Discuss your application with those submitting letters of recommendation on your behalf.**

- Make sure they understand the
  - purpose of the program,
  - accepted letter formats,
  - submission process, and
  - application deadline.
- Confirm receipt of the letters through your BHW Customer Service Portal account.

#### **Gather supporting documents.**

All documents must:

- Be legible.
- Be a PDF, DOC or DOCX (Word document) no larger than 5 MB.
  - Other acceptable file formats: RTF, TXT, MSG, TIF, PNG, JPG, GIF, BMP, XLS, XLSX, PPT, and PPTX. However, these may delay application review and processing.
- Have a legible handwritten signature.

#### **Required documentation:**

- Proof of U.S. citizenship
  - U.S. birth certificate,
  - ID page of a U.S. passport, or
  - Certificate of citizenship/naturalization
- Transcript
- Resume detailing volunteer and work experience (up to five pages)
- Three essays
- Acceptance Report/Verification of Good Standing\*
- Authorization to Release Information\*
- Letters of recommendation (academic and non-academic)
- Current Tuition and Fees Schedule

#### **Additional supporting documentation (if applicable):**

- Verification of Exceptional Financial Need Status\*
- Verification Regarding Disadvantaged Background\*
- Statement regarding existing service obligation

*\*Access these template documents through your BHW Customer Service Portal account. You will need to print, complete, scan and upload.*

Review the "How to Apply" section of the [2018 Application & Program Guidance \(APG\)](#) for more information.

### ✓ Step 6: Review Your Application

Certify the accuracy of the responses and documentation you provide.

Submit your application for review by **May 10, 2018 at 7:30 p.m. ET.**

*We will notify you about the final status of your application by **September 30, 2018.***

Visit the [NHSC website](#).