



NATIONAL HEALTH SERVICE CORPS SCHOLARSHIP PROGRAM
ACADEMIC LETTER OF RECOMMENDATION - INSTRUCTIONS

If the applicant is currently enrolled in the health professions training program, the letter should be from the applicant's Department Chair, Faculty advisor or a Faculty member of that academic program who is familiar with the student. If the applicant has not begun the training associated with the scholarship, the letter should be from the Department Chair, Faculty advisor, or a Faculty member of the applicant's most recent academic program who is familiar with the applicant.

The letter should be on the institution's letterhead and include the following:

- Student's first initial and last name;
- Last 4 Digits of Social Security Number;
- Student's discipline;
- Evaluator's Name (Printed);
- Title;
- Address (unless already on letterhead);
- Signature;
- A description of the academic official's relationship to the applicant and the length of time the official has known the applicant;

AND

- A discussion of the following points:
 1. The applicant's education/work achievements,
 2. The applicant's ability to work and communicate constructively with other people, and
 3. The official's assessment of the applicant's particular characteristics, interest and motivation to serve populations in areas of greatest need in health professional shortage areas. This assessment should include the evaluator's knowledge of the applicant's work experiences, pertinent course work, special projects, research, or other activities that demonstrate an interest in and commitment to serving underserved populations.

Note: The applicant will need to identify and provide the name and email address of a recommender during the online application process. This will prompt the system to generate an email to the recommender requesting that they submit a confidential, online recommendation letter before the specified deadline. The applicant must ensure that the recommendation letter is submitted (online) by the recommender prior to submitting the completed final application.