



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

The Non-Academic Letter of Recommendation should be from an individual who is familiar with the applicant's professional, community, and/or civic activities, especially those related to underserved communities. The evaluator can be an employer or previous employer, community leader, colleague, or anyone who has knowledge of the applicant's interest and motivation to provide care to underserved communities.

The letter should 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 or Organization;
- Address (unless already on letterhead);
- Signature;
- A description of the Individual's relationship to the applicant and the length of time he or she has known the applicant;

AND

- A discussion of the following points:
 1. The applicant's community/civic or other non-academic achievements,
 2. The applicant's ability to work and communicate constructively with other people, and
 3. The evaluator'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 and commitment to serving underserved populations.

If the letter is from an individual representing a particular organization or institution, the letter should be on an official letterhead.

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.