



2016 Application Checklist

SCHOLARSHIP PROGRAM

Step 1: Read – the [2016 Application & Program Guidance \(APG\)](#) to discern whether you qualify for the program. The NHSC's program requirements are diverse and rigid. This document will help provide clarity.

Step 2: Check Your Eligibility – Review the eligibility requirements. 1) U.S. citizen or national 2) 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), the student agrees 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 – to see what type of jobs are available, explore the [NHSC Jobs Center](#). Many types of health care facilities are NHSC-approved sites, including:

- 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
- 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

Step 5: Prepare Your Application

- [Create an Account](#). If you applied to the program previously, you may 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 the application deadline. You will be able to confirm receipt of the letters through Scholarship application account.
- **Gather Supporting Documents**. All of your documents must be legible, saved as a PDF or Word document that is no larger than 5 MB. Rtf, txt, msg, tif, png, jpg, jpeg, gif, bmp, xls, xlsx, ppt, and pptx are also accepted, but may delay application review and processing. All supporting documents must have a legible handwritten signature.

Required documentation:

Proof of U.S. citizenship (a 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)
3 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

**These template documents are available through your online NHSC Scholarship application account. You will need to print, complete, scan and upload.*

Refer to the [Application and Program Guidance's](#) "How to Apply" section (pages 42-46) for detailed information.

Step 6: Review Your Application - Certify the accuracy of the responses and documentation you have provided and submit your application for review by April 28 at 7:30 p.m. ET. Notification of the FINAL status of your application will occur by September 30, 2016.