

Application Checklist

- ✓ **Step 1: Read the Application and Program Guidance** for the [Continuation Loan Repayment Program](#):
 - [NHSC Continuation LRP APG](#). This document will help provide clarity for completing your application.
- ✓ **Step 2: Log** into the [Bureau of Health Workforce Portal](#) using your account email address and password.
- ✓ **Step 3: Go to “I need to…”** and select “Request a Continuation Contract” to begin.
- ✓ **Step 4: Eligibility.** To be eligible to apply, all In-Service Verification(s) must be completed and up to date. If not, you will not have access to the application link.
- ✓ **Step 5: Employment.** You will confirm your site(s) information. If you need to add a new site, you must submit a Site Status Change Request before you can move forward within the application. Your new site must be an NHSC-approved site.
 - You will initiate an Employment Verification for your site point of contact to verify your employment status.
- ✓ **Step 6: Loan Information.** Gather your account statements and disbursement reports to be ready to complete your application.
 1. Submit your loans for approval.
 - A. To take advantage of the electronic import option and access your federal loan information directly from the Student Aid Summary report, you must first register and receive a [Federal Student Aid ID](#) (FSA ID); otherwise, you must use the manual method.
 - You will have the option to remove loans. To remove electronically retrieved loans, click the Remove Loans button and confirm selection on the pop-up window.
 - B. If you cannot import your federal loans through the Student Aid Summary report, you must upload each loan manually.
 - C. Consolidated loans must include only those loans that were used for your health professional education. If any other loans are included in your consolidation, **NO PART** of the consolidated loan is eligible for loan repayment through the NHSC.
 - D. Along with the manually submitted consolidated loan document, you must upload each loan listed.



2. Your loan documents must include:
- A. An official document, printed webpage, or screenshots with the lender’s name.
 - B. Account holder’s name.
 - C. Loan account number.
 - D. Original amount disbursed.
 - E. Original date of the loan.
 - F. Current outstanding balance (no more than 30 days from the date of the LRP application submission).
 - G. Current interest rate.
 - H. For consolidated loans, include these additional items:
 - i. Original date of consolidation
 - ii. Original balance of consolidation
 - iii. Account number
 - iv. Purpose of loan.

NOTE: Private/Commercial loans must be submitted using the manual option. As with the electronic import option, you must gather account statements and disbursement reports prior to completing the application.

Federally guaranteed/insured loans can be submitted using either the Electronic Import or Manual entry options (only one option can be used per applicant).

- ✓ **Step 7: Payment History.** You will need to **upload proof of payment.** Verification that you used all NHSC LRP funds to repay the qualifying educational loans approved as part of your most recent NHSC LRP contract.

1. Your proof of payment must include:
- A. An official document, printed webpage, or screenshots with the lender’s name.
 - B. Account holder’s name.
 - C. Loan account number.
 - D. Payment Dates and Amount to indicate previous award amount applied in full to eligible loans.

NOTE: Cancelled checks, bank statements, “Paid in Full” letters, Word documents, and Excel spreadsheets are not acceptable proof that loan payments were properly applied.

- ✓ **Step 8: Certification.** Certify the accuracy of the responses and documentation you have provided and submit your application for review. The review of applications will begin after the application closes.

Award Notifications. All notifications of awards will occur throughout the review period. A Contract Addendum may be necessary if your current contract end date is within or past 21 days. If a Contract Addendum is required, it will be sent to you in the portal. You can locate it under the Activities section, then select Continuation Application.

[Sign up for email updates](#) to be alerted to all NHSC application information.

