

# Students to Service Loan Repayment Program APPLICATION CHECKLIST



- ✓ **Step 1: Read the [NHSC Students to Service Loan Repayment Program \(NHSC S2S LRP\) Application and Program Guidance \(PDF - 712 KB\)](#)** to help you:
  - Understand the NHSC program requirements.
  - Determine your interest to apply for the NHSC S2S LRP.

- ✓ **Step 2: Check your Eligibility** – To be [eligible](#), you must be:
  - A U.S. citizen or U.S. national;
  - Accepted or enrolled, full time, 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 (NP),
    - Certified Nurse Midwife (CNM), or
    - Physician Assistant (PA).

- ✓ **Step 3: Understand the Service Commitment** – NHSC S2S LRP participants agree to a three-year full-time (or six-year half-time) service commitment in an underserved community.

- ✓ **Step 4: Access the BHW Customer Service Portal to [create an account](#)**. If you have previously applied to the program and are using the same email address, you must [create a new password](#) to login.  
**Need assistance with resetting your password or other help?** Contact the NHSC Customer Care Center, 1-800-221-9393, (TTY: 1-877-897-9910), M-F, 8 a.m. to 8 p.m. ET, except federal holidays

- ✓ **Step 5: Letters of Recommendation** – You will need one (1) academic and one (1) non-academic letter of recommendation. Discuss your application with those submitting letters on your behalf.
  - Make sure your recommenders 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.

- ✓ **Step 6: Gather Supporting Documents**
  - All documents must be:
    - Legible and formatted as a PDF, DOC or DOCX (Word document) no larger than 5 MB.
    - Have a handwritten or digital signature.

- ✓ **Step 7: Required Documentation**
  - Proof of U.S. citizenship
    - U.S. birth certificate,
    - ID page of a U.S. passport, or
    - Certificate of citizenship/naturalization
  - \*Authorization to Release Information
  - \*Acceptance Report/Verification of Good Standing
  - One essay (500 words or less)
  - Transcript

*\* These two documents should be on the NHSC form.*

- ✓ **Step 8: Additional Supporting Documentation (if applicable)**
  - Verification of Disadvantaged Background
  - Statement Regarding Existing Service Obligation

Review the “Completing An Application” section of the [S2S LRP Application & Program Guidance \(APG\)](#) for detailed information.

- ✓ **Step 9: Review Your Application** – Certify the completeness and accuracy of the responses and documentation you provide.

- ✓ **Step 10: Submit your application for review by the deadline.**  
You may edit your application and resubmit the application until the application closes on the December 7 deadline.  
*We will notify you about the final status of your application by April 15, 2025.*

