

Application Checklist for the NHSC Scholarship Program



✓ **Step 1: Read the [NHSC Scholarship Program Application & Program Guidance \(APG\)](#) to help you:**

- Understand the NHSC program requirements.
- Determine your interest to apply for the NHSC Scholarship Program.

✓ **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 Scholarship program participants agree to provide a one-year service commitment in an underserved community for each year of scholarship support received. There is a two-year minimum service commitment and participants can receive a maximum of four years of support.

✓ **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
- Current Tuition and Fees Schedule

* *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 [Scholarship Program 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 April 27 deadline.

*We will notify you about the final status of your application by **September 30, 2023**.*

