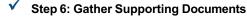# Students to Service Loan Repayment Program
APPLICATION CHECKLIST

✓ **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**.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES HEALTH RESOURCES AND SERVICES ADMINISTRATION