

# NURSE CORPS LOAN REPAYMENT PROGRAM APPLICATION CHECKLIST



✓ **Step 1: Read the Application and Program Guidance (APG)**

Read the [Nurse Corps Loan Repayment Program APG](#) thoroughly, as it outlines all eligibility requirements and explains each section of the application.

✓ **Step 2: Create a My BHW Account**

[Create an account](#) to start your online application in My BHW. [Log in](#) each time you need to access your application.

✓ **Step 3: Set Up Your Multi-Factor Authentication**

Download and set up the "[Google Authenticator](#)" application on your personal mobile device. This app will be required for every login.

✓ **Step 4: Check Eligibility**

Select the "Check Eligibility" button to complete the brief questionnaire. Your responses determine if you are eligible to apply. If eligible, continue to Step 5.

✓ **Step 5: Edit the "My Information" Profile**

Select the "Edit Application Profile" button to enter your contact and personal information.

✓ **Step 6: Start Your Application or Sign Up for Notifications**

☐ Select the "Access the Application" button to start your application. Steps 7-10 explain the task within each application section. If the application is not open, select the "Sign Up for Notifications" button to receive emails when it becomes available.

✓ **Step 7: Enter Education and Professional Information**

- ☐ **Nursing License** – Select your license type, functional role, and specialty.
- ☐ **Transcripts** – Upload transcripts for all nursing coursework related to your degree to the Professional Information section of the application.
- ☐ **Employment** – Enter the state and zip code of your site or school, select your Nurse Corps-approved site(s) or school, and click the "Add Sites" button. If your site or school is not listed, check the "Employment location not found?" box to have Nurse Corps staff verify its eligibility for the program.
- ☐ **Employment Verification** – Ask your site point of contact or authorized school official to verify your employment.

✓ **Step 8: Upload Loan Information**

- ☐ Gather account statements and disbursement reports for all student loans. Review the [Program Eligibility Requirements](#) section of the APG to see if your federal and private loans qualify and consult the Required Supporting Documentation section of the APG to learn which loan information you must request and upload.
- ☐ Upload all loan documents to the Loan Information section of the application.
  - If you have multiple federal loans, you can import them electronically by signing in with your Federal Student Aid ID and password.
  - If you have consolidated loans, upload a document listing the individual loans included in each consolidation. The document must include: 1) the original consolidation date, 2) the original consolidation balance, and 3) the account number for each loan.



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## ✓ Step 9: Upload Required Documents

- ☐ Gather all required and supplemental documents listed below. You may need to request copies from your training institutions.

Important: Save all files in PDF format. Each PDF must be no larger than 5 MB. **Only PDF uploads are accepted.**

### Required Documentation:

- ☐ **Nursing License** – Upload proof of your current, full, permanent, unencumbered, unrestricted nursing license or certificate, including the expiration date. The license must be valid, in the state in which you intend to practice (or be authorized under the Nurse Licensure Compact); or in any state if you are serving at a federal facility.
- ☐ **Proof of U.S. Citizenship (either U.S. born or naturalized) or U.S. National** – Upload a copy of your birth certificate, the ID page of your valid U.S. passport, or your certificate of citizenship or naturalization. We will not accept copies of your REAL IDs (or driver's license) or Social Security card.
- ☐ **Authorization to Release Information Form** – Download the form for electronic signature or print it for manual signature. Print your name at the top of the page, then sign and date the bottom. Upload the completed form to the Required Documentation section. Important: An electronic signature that is typed only will disqualify your application.

### Supplemental Documentation (if applicable):

- ☐ **Specialty Certification** – If you select a specialty, upload a copy of your certificate of completion or diploma from the training program.
- ☐ **Verification of Existing Service Obligation** – Upload documentation for all existing federal, state, or employer-supported service obligations. To be eligible, this documentation must confirm that your service end date occurs before the Nurse Corps Loan Repayment Program application deadline.

- ☐ **Proof of Name Change** – If the name on your proof of citizenship document does not match the name on your application, upload legal documents verifying your name change (e.g., a marriage license, divorce decree, or court order).

## ✓ Step 10: Review Your Application

Review your application to ensure all sections are complete and accurate. Then check the "Review Acceptance" box and select the "Certify to Submit" button.

## ✓ Step 11: Certify and Submit

Read and certify your application statements. Review the financial disclosure authorizations, check all required boxes, and select the "Submit" button. If you make changes before the application deadline, you must re-submit your application.

## ✓ After Submission

You will receive an email notifying you of your selection or non-selection for an award by September 30. [Sign up for email updates](#) to receive tips and reminders throughout the application process.

