

# NURSE CORPS SCHOLARSHIP PROGRAM APPLICATION CHECKLIST



## Before You Apply

- ✓ **Step 1: Read the Application and Program Guidance (APG)**  
Read the [Nurse Corps Scholarship APG](#) thoroughly. Review eligibility requirements and application instructions.
- ✓ **Step 2: Understand the Service Commitment**  
You must serve one year in an underserved community for each year of scholarship support for a minimum of two years and up to a maximum of four years.
- ✓ **Step 3: Sign up for email updates**  
[Sign up for email updates](#) to receive tips and reminders throughout the application process.

## Complete Your Application

- ✓ **Step 4: Create a My BHW account**  
[Create a My BHW account](#) to start your online application.
- ✓ **Step 5: Set Up Your Multi-Factor Authentication**  
Download and set up the "Google Authenticator" application on your personal mobile device. [Log in](#) each time you need to access your application. If you have trouble logging in, [message the Customer Care Center](#). Select "Login/Password Reset."
- ✓ **Step 6: Check Your Eligibility**  
Select the "Check Eligibility" button to complete a questionnaire. Your responses determine if you can access the application.
- ✓ **Step 7: Start Your Application**  
Select "Apply Now" under the Nurse Corps Scholarship Program card. Review the Welcome Screen and select "Start Application." Next, you will re-confirm your eligibility within the application.

- ✓ **Step 8: Complete the Personal Information page**  
Enter your contact and personal information.
- ✓ **Step 9: Enter Academic Information**  
Provide school contact details and degree information. Confirm your full-time enrollment.
- ✓ **Step 10: Provide Letters of Recommendation** Two letters are required: [one \(1\) academic and one \(1\) non-academic](#).
  - Confirm the email addresses of each recommender. Letters must include: your application ID number and the recommender's name, title, organization, address, and signature.

*Note: Both letters must be complete in your application before you can submit your application.*

- ✓ **Step 11: Upload Required and Supporting Documents**  
Gather all documents and upload them to the Documents section. If needed, request copies from your training institutions. All files must be in PDF format and under 5 MB. Some require a signature. If you fail to provide these required documents your application will be ineligible.

### Required Documentation:

- Proof of U.S. citizenship (either U.S. born or naturalized) or U.S. National:** Upload your birth certificate, valid U.S. passport ID page, or certificate of citizenship or naturalization. We will not accept REAL IDs, driver's licenses (including enhanced driver's licenses), or Social Security cards.
- Authorization to Release Information Form:** Download and complete with a handwritten or electronic signature.
- Verification Acceptance/Enrollment Verification Form:** Ensure a school official completes all fields and signs this form.
- Official Free Application for Federal Student Aid (FAFSA) Submission Summary:** Upload a complete copy for the current school year in PDF format.



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## Required Documentation (*continued*):

- Academic Transcript:** Must display your name, school name, courses, grades, and cumulative GPA. If you are enrolled in a nursing program and have completed at least one academic term, submit your current transcript. Otherwise, submit a transcript from your most recently completed undergraduate or graduate academic program.

## Supporting Documentation (*if applicable*):

- Existing Service Obligation:** Upload a written statement from the federal, state, or employer-supported entity with which you have a service obligation. Your service end date must be prior to your application submission.
- Proof of Certificate:** Upload active/current entry level health professional certificate and/or licensure.
- Registered Nurse (RN) License:** Upload your unencumbered RN license from a U.S. state, the District of Columbia, or a U.S. territory.
- Proof of Name Change:** If the name on your proof of U.S. citizenship document does not match the name on your application, upload legal verification (e.g., marriage license, divorce decree, or court order).

## ✓ **Step 12: Review Your Application**

Ensure all sections are complete and accurate. Check the "Review Acceptance" box and select "Certify to Submit."

## ✓ **Step 13: Certify and Submit**

Read and certify your application statements. Check all required boxes and select "Submit." If you make changes before the application deadline, you must re-submit your application.

## After You Submit Your Application

- ✓ **Unlock or unfreeze your credit report**

- ✓ **Monitor your email**

You will receive an email regarding selection or non-selection for an award as early as June, but no later than September 30.

