



IHS Scholarship  
Program 30<sup>th</sup> Anniversary



# Application Handbook

*Your Health Career Starts Here*





## Dear Scholarship Applicant:

Thank you for your interest in the Indian Health Service (IHS) Scholarship Program. You have already taken the first steps toward your future by furthering your education, envisioning your career and setting goals. It's just the beginning. The IHS Scholarship Program can help you move closer to realizing the future you envision for yourself.

The first IHS scholarship was awarded in 1977. Since then, millions of dollars have been awarded to American Indian and Alaska Native students to help them reach their career goals and dreams, while helping IHS to fulfill its mission: to raise the physical, mental, social and spiritual health of American Indians and Alaska Natives to the highest level. You can help with that mission by traveling a path that brings you opportunity, adventure and a sense of personal fulfillment, working in an Indian community where you're really needed — perhaps your own community.

This booklet contains information on the IHS Scholarship Program, application forms, a step-by-step explanation for completing the application, and a convenient checklist to assist you with the application. Please write or call the IHS Scholarship Program if you have any questions about the scholarships or the application process. After reviewing the instructions and checklist in this handbook, you may also apply online at [www.scholarship.ihs.gov](http://www.scholarship.ihs.gov).

On behalf of the Indian Health Service, we greatly appreciate your interest in serving your fellow American Indian and Alaska Native people.

A handwritten signature in black ink that reads "Robert E. Pittman".

Robert E. Pittman, RPh, MPH  
Rear Admiral, USPHS  
Assistant Surgeon General  
Director, Division of Health Professions Support

## Discrimination Prohibited

Title VI of the Civil Rights Act of 1964 states: “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance.”

Title IX of the Education Amendments of 1972 and its implementing regulations (45 Code of Federal Regulations, part 86) provide that no person in the United States shall, on the basis of sex, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

## Privacy Act Notice

### General

This information is provided pursuant to the Privacy Act of 1974 (Public Law 93-579), December 31, 1974, for individuals supplying information for inclusion in a system of records.

### Authority

Sections 751-757 of the Public Health Service Act and Sections 102 and 104 of the Indian Health Care Improvement Act (IHCA) (P.L. 94-437), as amended by the Indian Health Care Amendments of 1988, 1992, and 1996 (P.L. 100-713, P.L. 102-573 and P.L. 704-313).

### Purposes and Uses

The purpose of the Indian Health Service (IHS) Scholarship Program is to obtain health professionals to meet the staffing needs of Indian health programs in health manpower shortage areas.

The information you supply will be used to evaluate your qualifications and suitability for participation in the IHS Scholarship Program. Selections are made on a competitive basis. A recipient’s application and related data are made part of the file to be used within the Department of Health and Human Services for record-keeping and participant management while the recipient is in the program. The information may also be disclosed outside the Department as permitted by the Privacy Act, including disclosures to the public as required by the Freedom of Information Act, to the Congress, the National Archives, the Bureau of Accounting Office, and pursuant to court order. The name of a scholarship recipient, the professional school he or she is attending, and the date of graduation, may be made available to health professions associations and to groups who have responsibility for coordinating funds paid to students from federal and other sources, and to individuals and organizations deemed qualified by the Secretary to carry out specific research solely for the purpose of carrying out such research. You are asked to provide your Social Security number on a voluntary basis. Should you not provide this information and you are awarded a scholarship, you will be required to provide it later for purposes of payroll and payments of scholarship benefits to you.

### Effects of Non-Disclosure

Disclosure of the information sought is voluntary; however, if not submitted, except for the Social Security number, an application will be considered incomplete and chances for selection will be diminished.

### Application Deadline

The application deadline is April 28. All application materials must be postmarked by the IHS Scholarship Program office by this date. Meeting the deadline is your responsibility. No extensions will be granted. It is to your advantage to submit with your application all the forms and documents that may be required.

### An Important Reminder

IHS Scholarship opportunities are *highly* competitive and there are no guarantees that you will receive an award. If you are applying for any of the IHS scholarships, you should continue your efforts to obtain financial aid from other sources as well.



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# The IHS Scholarship Programs Application Handbook





The Indian Health Service (IHS) Scholarship Program is a two phase, highly competitive process. The first phase is the application validation process, where the completeness, accuracy and validity of the information you include in your application is assessed. This handbook is designed to help you submit an application that will be validated, and placed into competition for a scholarship award, however, you are responsible for ensuring that your application is complete and accurate so that it may be validated.

If your application is validated, it will be placed into competition for a scholarship award. On average, the IHS Scholarship Program receives about 1200 applications per year, out of which approximately 150 scholarship awards are made, depending upon available funding. There is no guarantee that you will receive an award and you should continue your efforts to obtain financial aid and assistance from other sources as well.

# IHS Scholarship Comparison Chart



Scholarships	Disciplines	American Indian and Alaska Native Eligibility	Service Obligation	Years of Funding
<p><b>Health Professions Preparatory</b> IHCA Section 103(b)(1) Undergraduate Only</p>	<ul style="list-style-type: none"> <li>Pre-Clinical Psychology — Junior and senior undergraduate years</li> <li>Pre-Dietetics — Courses leading to a BS in dietetics</li> <li>Pre-Medical Technology — Courses leading to a BS in medical technology</li> <li>Pre-Nursing — Courses leading to a BS in nursing</li> <li>Pre-Occupational Therapy</li> <li>Pre-Pharmacy — Courses leading to a PharmD in pharmacy</li> <li>Pre-Physical Therapy — Juniors and seniors preparing for an MS in physical therapy</li> <li>Pre-Social Work — Juniors and seniors preparing for a MS in social work</li> </ul> <p><i>NOTE: Please visit <a href="http://www.scholarship.ihs.gov">www.scholarship.ihs.gov</a> to see this year's priority categories.</i></p>	<p>Descendents and members of federally or state recognized Tribes are eligible.</p>	<p>None</p>	<p>2</p>
<p><b>Health Professions Pre-Graduate</b> IHCA Section 103(b)(2) Undergraduate Only</p>	<ul style="list-style-type: none"> <li>Pre-Dentistry</li> <li>Pre-Medicine</li> <li>Pre-Optometry</li> <li>Pre-Podiatry</li> </ul> <p><i>NOTE: Please visit <a href="http://www.scholarship.ihs.gov">www.scholarship.ihs.gov</a> to see this year's priority categories.</i></p>	<p>Descendents and members of federally or state recognized Tribes are eligible.</p>	<p>None</p>	<p>4</p>
<p><b>Health Professions</b> IHCA Section 104 Undergraduate &amp; Graduate Level</p>	<ul style="list-style-type: none"> <li>Chemical Dependency Counseling — Bachelor's and master's degrees</li> <li>Clinical Psychology — PhD program</li> <li>Dental Hygiene — BS</li> <li>Dentistry — DDS or DMD degrees</li> <li>Diagnostic Radiology — Technology certificate, associate's degree and BS</li> <li>Dietetics — BS</li> <li>Environmental Health and Engineering — BS</li> <li>Health Records Administration — Registered Health Information Technician (RHIT) and Registered Health Information Administrator (RHIA)</li> <li>Medical Technology — BS</li> <li>Medicine — Allopathic and osteopathic doctor degrees</li> <li>Nursing — Degrees: Associate's Degree in Nursing (ADN), Bachelor of Science in Nursing (BSN), Specialties: Certified Registered Nurse Anesthetist (CRNA), GER, Nurse Practitioner (NP), PED, PSY, WH</li> <li>Occupational Therapy — BS and master's degrees</li> <li>Optometry — OD</li> <li>Pharmacy — PharmD</li> <li>Physician Assisting — Certified Physician Assistant (PAC)</li> <li>Physical Therapy — MS and Doctor of Physical Therapy (DPT) degrees</li> <li>Physical Therapy Assistant — Associate's degree</li> <li>Podiatry — DPM</li> <li>Respiratory Therapist — BS</li> <li>Social Work — Master's degree with concentration in mental health</li> <li>Ultrasonography — BS/certification with completion of prerequisite</li> <li>Diagnostic Radiology Technology</li> </ul> <p><i>NOTE: Please visit <a href="http://www.scholarship.ihs.gov">www.scholarship.ihs.gov</a> to see this year's priority categories.</i></p>	<p>Members of federally recognized Tribes are eligible.</p>	<p>One year of service per year of support for scholarship received (minimum of two years)</p>	<p>4</p>

**An Important Reminder**  
IHS Scholarship opportunities are highly competitive and there are no guarantees that you will receive an award. If you're applying for any of the IHS scholarships, continue your efforts to obtain financial aid from other sources as well.

# Eligibility Requirements for All Applicants

## Eligibility

The following are general eligibility requirements for students applying for any one of the three IHS scholarship programs. Applicants must meet both the general requirements and the specific requirements listed for the individual scholarship program they are applying for in order to be considered. In addition to the specific documentation noted on the application checklist (page 27), applicants must meet these general requirements, as well as the additional requirements for each of the three scholarship programs.

## Citizenship

You must be a citizen of the United States at the time you apply for an IHS scholarship award. Permanent resident aliens and other aliens are not eligible to apply.

## Documentation of American Indian/Alaska Native Eligibility

Submit a copy of an approved Bureau of Indian Affairs (BIA) Certification Form 4432 with your application. You must use BIA Certification: Form 4432, as follows:

- » **American Indian:** Category A — Members of Federally Recognized Tribes, Bands or Communities
- » **Alaska Native:** Category D — Alaska Native

In the absence of BIA certification, provide documentation that you meet requirements of Tribal membership as prescribed by the charter, articles of incorporation or other legal instrument of the Tribe and have been officially designated as a Tribal member as evidenced by an accompanying document signed by an authorized Tribal official, or other evidence of Tribal membership satisfactory to the Secretary of the Interior.

If you are a member of a Tribe terminated since 1940 or a state-recognized Tribe, provide official documentation that you meet the requirements of Tribal membership as prescribed by the charter, articles of incorporation or other legal instrument of the Tribe and have been officially designated as a Tribal member as evidenced by an accompanying document signed by an authorized Tribal official; or other evidence, satisfactory to the Secretary of Interior, that you are a member of the Tribe. In addition, if the terminated or state-recognized Tribe of which you are a member is not on a list of such Tribes published by the Secretary of Interior in the Federal Register, you must submit an official signed document that the Tribe has been terminated since 1940 or is recognized by the state in which the Tribe is located in accordance with the law of that state.

If you are not a Tribal member but are a natural child or grandchild of a Tribal member, you must submit: (1) evidence of that fact, i.e., your birth certificate and/or your parent's birth certificate showing the name of the Tribal member; and (2) evidence of your parent's or grandparent's Tribal membership in accordance with the paragraphs above. The relationship to the Tribal member must be clearly documented.

**NOTE:** If you meet the criteria of a terminated Tribe or are a descendent, you are only eligible for the Preparatory or Pre-Graduate Scholarships.

## Complete and Eligible Application

Eligible applicants must submit complete their applications by the deadline date to be considered for any IHS scholarship award. Please see the How to Apply section on page 19 for further instructions on completing your application.

## Selection Criteria

EIHS Scholarship Program awards are made on a competitive basis to eligible students who meet certain selection criteria. During the selection process, students are ranked with their peers — juniors with juniors and seniors with seniors, for example — for each priority health career category. The amount of funds available each year determines the number of students in each class year's list that are selected for awards.

Applications from students in each of the health profession priorities are reviewed and rated using the following three criteria. The rating system is based on a possible 100 points, divided among the three categories below. The closer your combined rating is to 100, the more likely you are to be competitive enough to receive a scholarship.

### **Academic Performance** (40 pts.)

Applicants are partially rated according to their academic performance, based on official transcripts and faculty evaluations. If it is your school's policy not to rank students academically, faculty members are asked to provide a personal judgment of your achievement.

*Health Professions Scholarship Program applicants only:* You must have a cumulative GPA of 2.0. If your GPA is below this minimum standard, your application will not be validated for placement into competition for a scholarship award.

### **Faculty, Employer and Tribal Recommendations** (30 pts.)

Applicants are partially rated according to faculty, employer and Tribal recommendations regarding the applicant's potential in their chosen health-related profession.

### **Stated Reasons for Asking for the Scholarship and Stated Career Goals** (30 pts.)

You are asked to explain why you are requesting the scholarship, to state your career goals, and to explain how these goals will help to meet the health needs of American Indian and Alaska Native people. You must provide a brief written explanation of your reasons for asking for the scholarship and a description of your career goals. The narratives weigh heavily toward your rating and are judged by the review committee on how well they are written.

**Needs of Indian Health Programs and How the Applicant's Career Goals Relate to Those Needs** — Individuals who apply for health career categories not listed as priorities during the scholarship cycle under review will not be considered.

## Ranking Procedures

Eligible applicants with complete applications within each career category are reviewed and rated as described above. The scores are determined for each application and a rank order listing is developed for each priority health career category, beginning with the highest- and ending with the lowest-rated application. A cut-off score is determined based on the health professional needs of the Indian health programs, and on the amount of funding available.

## Selection Priorities

Priority consideration for funding will be given to:

- » Students currently enrolled in a health profession program who are performing satisfactorily (2.0 GPA average) and require continued scholarship support.
- » Current recipients of the Health Professions Preparatory Scholarship Program or the Health Professions Pre-Graduate Scholarship who have completed their coursework under these programs, are entering a health professions school and are applying in the priority health career categories (See page 13).
- » New applicants who are highly rated and ranked competitively according to the selection criteria.
- » Participants entering their fourth and third year of school, in that order. Applicants entering their first or second year will be considered only if an insufficient number of fourth- and third-year students qualify.

The level of IHS Scholarship Program benefits is dependent on the availability of funds appropriated each fiscal year by the Congress of the United States and, therefore, is subject to change each year.

## Preparatory Scholarship Program

The Preparatory Scholarship Program provides financial assistance for American Indian and Alaska Native (federally or state-recognized) students only to enroll in compensatory or preparatory courses in preparation for entry to health professional schools, such as medical, nursing, pharmacy and others as needed. Compensatory courses are those required to improve science, mathematics or other basic skills and knowledge. Preparatory courses are pre-professional studies required in order to qualify for admission to a health professions program.



## Pre-Graduate Scholarship Program

The Pre-Graduate Scholarship Program provides financial support for American Indian and Alaska Native (federally or state-recognized) students only to enroll in courses leading to a bachelor's degree in specific pre-professional areas, such as pre-medicine, pre-dentistry and others as needed by Indian health programs.

## Health Professions Scholarship Program

The Health Professions Scholarship Program is for American Indian and Alaska Native (federally recognized only) students enrolled in health professions and allied health professions programs. Students incur service obligations and payback requirements on acceptance of funding from this program. Priority is given to graduate students and junior- and senior-level students unless otherwise specified.

# Preparatory Scholarship Program Details

## Priority Health Career Categories

To be considered for Preparatory Scholarship support you must be accepted by or enrolled in a college or university beginning in the fall term of this year in a priority career category. Health career categories given priority for scholarship awards change yearly, depending on Indian health program staffing needs. Please visit [www.scholarship.ihs.gov](http://www.scholarship.ihs.gov) to view this year's priority list.

## Specific Requirements for the Preparatory Scholarship

Opportunities are available for American Indian and Alaska Native (federally or state-recognized) students. In addition to the specific items on the application checklist (page 27) required for application, you must meet the following requirements:

- » High school graduate, or equivalent
- » Capable of completing a health professions course of study
- » Enrolled or accepted for enrollment in a compensatory/pre-professional general education course or curriculum
- » Intend to serve Indian people as a health care provider in your chosen discipline or specialty
- » Provide a course curriculum outline, advisor-signed and approved, covering your major from first year to completion (at least 12 credit hours per semester/quarter for full-time, or six to 11 credit hours for part-time) and verifying that the courses are preparatory to enrollment in your chosen health professional program or are required to meet any educational deficiency and compensatory needs at the pre-professional level.

## Support

Scholarship support is paid for ten months each academic year, and is available for up to two academic years full-time or four academic years part-time. Support covers costs of compensatory and pre-professional education that enables the student to qualify for enrollment or reenrollment in a health professions school (i.e., freshman and sophomore years of study leading to a bachelor's degree in a priority health profession, or the last two years of undergraduate study required for entry into graduate professional school). To receive priority consideration



for additional periods of scholarship support, students must meet the continuation eligibility requirements and be recommended for continuation by their IHS discipline chief.

## Continuation Eligibility

To remain eligible for continued Preparatory Scholarship funding, students must apply annually and meet the following continuation eligibility criteria:

- » Be in good academic standing in their program
- » Be enrolled for the next semester/quarter in at least 12 credit hours or the equivalent (full-time), or six to 11 credit hours (part-time)
- » Remain full-time or part-time during the current academic year

# Pre-Graduate Scholarship Program Details

## Priority Health Career Categories

To be considered for Pre-Graduate Scholarship support, you must be accepted by or enrolled in a college or university beginning in the fall term of this year in a bachelor's degree program leading to entry into an accredited professional school in a priority career category. IHS Pre-Graduate Scholarships are awarded based on the health professional staffing needs of Indian health programs. Categories may change from year to year, but typical priorities can include pre-medicine, pre-dentistry and pre-podiatry. Priority is given to undergraduate juniors and seniors, while freshmen and sophomores will receive awards if remaining funds are available. Please visit [www.scholarship.ihs.gov](http://www.scholarship.ihs.gov) to view this year's priority list.

## Specific Requirements for the Pre-Graduate Scholarship

Opportunities are available for American Indian and Alaska Native (federally or state-recognized) students. In addition to the specific items on the application checklist (page 27) required for application, you must meet the following requirements:

- » High school graduate, or equivalent
- » Capable of completing a health professions course of study
- » Enrolled or accepted for enrollment in a pre-professional bachelor's degree program, or equivalent
- » Intend to serve American Indian and Alaska Native people as a health care provider in your chosen discipline or specialty
- » Provide a course curriculum outline, signed by a school official (preferably your advisor), covering your major from first year to completion (at least 12 credit hours per semester/quarter for full-time, or six to 11 credit hours for part-time) and verifying that the coursework being taken is required for an undergraduate curriculum leading to a bachelor's degree in a pre-professional program that will prepare you for acceptance into a school of medicine, podiatry or dentistry upon its completion.

## Support

Pre-Graduate scholarship support is paid for ten months each academic year, for up to four academic years full-time or eight academic years part-time, for studies leading to enrollment in an accredited professional school. Only those students who meet the continuation eligibility criteria will be given priority consideration for additional periods of support.

## Continuation Eligibility

To remain eligible for continued Pre-Graduate Scholarship funding, students must apply annually and meet the following continuation eligibility criteria:

- » Be in good academic standing in their pre-graduate program
- » Be enrolled for the next semester/quarter in at least 12 credit hours or the equivalent (full-time), or six to 11 credit hours (part-time)
- » Remain full-time or part-time during the current academic year

# Health Professions Scholarship Program Details

## Priority Health Career Categories

To be considered for Health Professions Scholarship support, you must be accepted by or enrolled in a college or university professional school beginning in the fall term of this year in a priority career category. Health career categories given priority for scholarship awards change yearly, depending on Indian health program staffing needs. Please visit [www.scholarship.ihs.gov](http://www.scholarship.ihs.gov) to view this year's priority list.

## Specific Requirements for the Health Professions Scholarship

Opportunities are available for American Indian and Alaska Native (federally recognized only) students. In addition to the specific items on the application checklist (page 27) required for application, you must meet the following requirements:

- » High school graduate, or equivalent
- » Enrolled or accepted for enrollment in a full- or part-time study program in a priority category leading to a degree from a health-related professions school within the US
- » Sign a contract to practice at an Indian health program priority site — one year of service for each year of scholarship support
- » If a part-time student, submit documentation showing that school and course curriculum allow part-time status
- » Will receive degree in no more than four years from time of application
- » Submit course curriculum for your major from first year to completion

## Support

Health Professions Scholarships are awarded for a one-year period (12 months of support), with re-application required for each year of continuation. Stipends are paid for the 12-month period beginning each year from August 1 through July 31 for health and allied health professional education up to four years (full-time) or up to eight years (part-time). To receive priority consideration for each year of scholarship support, students must meet the continuation eligibility requirements and be recommended for continuation.

## Continuation Eligibility

To remain eligible for continued Health Professions Scholarship funding, students must apply annually and meet the following continuation eligibility criteria:

- » Maintain an overall 2.0 grade point average in their chosen health/allied health professions curriculum
- » Be enrolled for the next semester/quarter in at least 12 credit hours or the equivalent (full-time), or six to 11 credit hours (part-time)
- » Submit a letter from the program director verifying the full-time or part-time status of that institution's health and allied health program

## Scholarship Program Contract (For Health Professions Applicants Only)

If you receive an IHS Scholarship Award, you must sign the Indian Health Service Scholarship Program Contract (Form IHS-818). By signing, you are agreeing to acceptance of funds and to perform a service obligation with IHS after graduation in the health professions in which you were funded, of one year for each year of scholarship support received (or the part-time equivalent), with a two-year minimum service period. To fully understand this obligation, please read the contract carefully before signing and submitting.

Your obligations are defined in the contract's Section B — Obligations of the Applicant.

You may be liable for breach of contract if you fail to maintain an acceptable level of academic standing in course studies, or fail to begin or complete obligated service under the contract. See IHS Scholarship Program Contract: Section C — Breach of Scholarship Contract.



# Health Professions Scholarship Program Details continued

## Service Obligation

Health Professions Scholarship Program recipients incur a service obligation of 1 year for each year of scholarship support received (or the part-time equivalent) with a minimum service period of 2 years. Your service obligation must be in full-time clinical practice in the health profession in which you were funded.

After graduation, your active duty service obligation is fulfilled, as designated by the Director of IHS, in one of the following areas:

- » Indian Health Service (IHS)
- » A Tribal health program (contracted under the Indian Self-Determination Act [P.L. 93-638])
- » An Urban Indian health program (assisted under Title V — Health Services for Urban Indians, of the Indian Health Care Improvement Act [P.L. 94-437]), or
- » Private practice in a designated health professional shortage area addressing the health care needs of 51 percent of American Indians and/or Alaska Natives in that area.

You can also elect to fulfill the service obligation in one of the above areas that is located on the reservation of the Tribe, or that serves the Tribe in which you are enrolled.

Assignment opportunities are reviewed with students and approved early in the final school year. The Director of IHS reserves the right to make final decisions regarding assignment of scholarship recipients to fulfill their service obligation.

Although the ultimate responsibility for seeking a position is the Health Professions Scholarship recipient's, the IHS Scholarship Program staff and IHS Discipline Representatives are available to assist with and facilitate placement. Please visit [www.careers.ihs.gov](http://www.careers.ihs.gov) for more information.

According to the Indian Health Care Improvement Act and the Public Health Service Act, the active duty service obligation must be served in full-time (40 hours per week) clinical practice. You will have an opportunity to find placement to serve your active duty service obligation, consistent with the statutory mandates listed above. However, if there is a difficulty in placement, you may be assigned to an IHS geographic area where there is an existing need.

## Employment Options

Before the service obligation begins, Health Professions Scholarship participants will be given information on the two personnel systems used by IHS: the US Public Health Service (USPHS) Commissioned Corps and the Federal Civil Service. For Tribal hire information regarding Indian Self-Determination Act (P.L. 93-638) programs or Title V Urban programs, you may contact those programs directly. The Indian Health Service Scholarship Program staff is also available for placement assistance.

## Deferments

### Post-Graduate Training

Health Professions Scholarship recipients may request deferment of their service obligation for further training. Detailed information on this procedure is given in the spring of your senior year and is outlined below. As an IHS scholarship-obligated graduate, it is your responsibility to familiarize yourself and comply with the information bulletin and instruction you will receive. Failure to do so may result in non-approval of your deferment request.

Deferment of the service obligation is intended to permit scholarship recipients to complete approved graduate clinical training programs (i.e., those programs of graduate clinical training which fulfill the requirements for board certification and have been approved by the appropriate certifying boards, as determined by the Secretary, Department of Health and Human Services). Training which fulfills the requirements for board certification is considered by the IHS Scholarship Branch to be the graduate clinical training and years of practice required by the appropriate American specialty board for the candidate to be board certified.

To be eligible to serve with IHS as an allopathic or osteopathic physician, graduates must complete at least one year in an approved graduate clinical training program. Completion of post-graduate training is a critical factor in identification of the practice in which the scholarship obligation is to be fulfilled. Scholarship recipients who elect to serve after only one year of graduate clinical training will compete with board eligible practitioners for a limited number of vacancies and may experience difficulty in identifying assignments in which to serve. Therefore, in order to become fully qualified practitioners, graduates are encouraged to complete training in an approved specialty.



- » To be eligible to serve with the IHS as a licensed social worker, and before they can sit for licensure boards, graduates must complete two years of clinical experience under a licensed practitioner. This requirement may vary based upon geographic location.
- » To be eligible to serve with the IHS as a licensed clinical psychologist, and before they can sit for licensure boards, graduates must complete two years of clinical experience under a licensed practitioner. This requirement may vary based upon geographic location.
- » To serve with IHS as a registered pharmacist, graduates may elect to complete one additional year of training in an ASHP accredited pharmacy residency program.

**Note:** No period of internship, residency or other advanced clinical training shall be counted as satisfying any period of obligated service that is required under Section 104 (b)(3)(A) of the IHCA, P.L. 94-437, as amended.

# Program Benefits

## Stipend for Student Living Expenses

The estimated stipend amount for student living expenses, including room and board, will be no less than \$1,250 per month and will be deposited at the end of each month. This amount is pro-rated for part-time students. Each scholarship recipient will receive an award letter specifying the total dollar amount for the award.

Health Professions Scholarship recipients will receive a stipend for the 12-month period beginning August 1 through July 31. The first stipend checks will be electronically transmitted via direct deposit to their bank accounts from the Treasury Department at the end of the month of August.

Health Preparatory and Health Professions Pre-Graduate Scholarship recipients will receive a stipend for only the academic period covered by their awards: August 1 to May 31. The first stipend checks will be electronically transmitted via direct deposit to their bank accounts from the Treasury Department at the end of the month of August. Stipends for the months of June and July will be paid only to those students who have requested to attend summer sessions and have been approved in advance to do so.

Your scholarship stipends will be paid by direct bank deposit and this information will not be changed during your entire first year of scholarship funding. You will not be allowed to change banks unless you change schools and relocate to another city.

## Payment of Tuition and Required Fees

IHS makes direct payment to the scholarship recipient's school for tuition and required fees for the school year. Summer school is excluded unless specifically requested and approved in advance. IHS will officially notify the school of the scholar's participation in the IHS Scholarship Program. Until the school receives billing instructions, this notification of award authorizes the school to bill IHS directly for tuition and required fees during the first week of October.

IHS pays for tuition and fees directly applicable to the student's approved curriculum and program. Payment will not be made for tuition and fees unrelated to the approved program, for membership dues for student societies, associations and similar expenses, or for school terms prior to the scholarship award period.



## Items Paid

IHS will pay for the following items:

- » Tuition costs and mandatory fees. Any mandatory fees, such as lab fees and health unit fees, are paid if they're included on the school's invoice. The school should submit all invoices to the Division of Grants Operations.
- » Books, laboratory expenses and other education expenses. These are paid in advance in a lump sum to the student for the school year.
- » Travel expenses. Students receive \$300 in advance to offset travel costs to and from school for the year.
- » Tutorial costs. A maximum of \$400 for full-time or \$200 for part-time for the academic year is paid directly to the student, who must specifically request tutorial services. Payment is subject to approval of the Scholarship Branch Chief.

## Items Not Paid

IHS will **not** pay the following items:

- » School bookstore invoices or books/dental/medical equipment (unless certain dental/medical equipment is rented from the school).
- » Health insurance. Colleges/universities will accept documentation from your Tribe or Indian Health Service facility that you are eligible for health care and/or contract health care from our Indian health programs. If you find that the availability of health care services is inconvenient, you will be responsible for a separate health insurance policy, group or individual, while in school.
- » Additional travel expenses incurred over the lump sum amount of \$300.

## Payment for Other Reasonable Education Expenses

Scholarship recipients receive a lump sum amount in their August stipend check that is intended to cover the costs of books, travel and other necessary education expenses. No additional payments for such expenses will be made beyond the lump sum amount. Certain expenses, such as daily commuting and parking costs, are not covered by these payments.

## Your Scholarship Benefits Are Taxable

Scholarship funds are subject to federal income tax, and possibly state and local taxes.

IHS only withholds federal income and Federal Insurance Contributions Act (FICA) taxes from your stipend checks. Please inquire in your state about any state tax liability on your award. For instructions concerning allowances, exemptions and filing status, refer to the W-4 form for the current year (see page 59) and/or contact your local Internal Revenue Service office.

## Continuing Support After the Current Funding Period

IHS scholarships are awarded for one school year only, but you can request continuing support annually if you fulfill the criteria specified for your specific scholarship program (see the detailed description for each program's criteria). However, continued funding depends on Congressional appropriation for the program.

# Acceptance of Other Federal Benefits

## Multiple Federal Scholarships

If you are currently receiving scholarship funding from other federal agency sources, you should inform them if you are selected to receive an IHS scholarship. This is done to eliminate duplicate payment of tuition and other educational expenses. Additionally, the awarding agency might prohibit duplicate awards.

## Other Public Health Service Benefits

If you are currently receiving scholarship funds under the National Health Service Corps Scholarship Program (Section 751 of the Act) or the Scholarship Program for First-Year Students of Exceptional Financial Need (Section 758 of the Act), you are not eligible to participate in the IHS Scholarship Program during the school year(s) for which these scholarships were awarded. If you are a previous recipient of a Scholarship Program for First-Year Students of Exceptional Financial Need, your IHS Scholarship application will be given preferential consideration for an award.

## Veterans Benefits

You may continue to receive education benefits from the Veterans Administration (G.I. Bill) along with IHS scholarship funds since VA benefits were earned by prior active duty in a uniformed service.

## Benefits From State, Local and Other Federal Sources

If you owe an obligation for professional practice to a state or other entity under an agreement made before applying for IHS scholarship funding, you are not eligible for an award unless the state or entity submits to the Secretary of Health and Human Services a written statement which says:

- » There is no potential conflict in fulfilling your service obligation to the state or entity and the IHS Scholarship Program, and
- » The IHS Scholarship Program service obligation will be served before or concurrently (if applicable) with the service obligation for professional practice owed to the state or entity.



## Application

This handbook contains a complete set of IHS Scholarship Program application forms. If you need additional forms or handbooks, please download them from our Web site, or if you have any questions, please contact the IHS Scholarship Program.

You can also apply online. Visit [www.scholarship.ihs.gov](http://www.scholarship.ihs.gov) and click Apply Now. You will need all the same information to apply online that you need to apply using this application handbook. The checklist on page 27 is also available online. Please use it to gather all of the supporting documentation before you begin the online or paper-based application process. And, the online application is designed to save your work, so you may stop and start at your convenience. If you choose to apply online, you will still need to submit of all the supporting documentation, original and one copy, as described in this handbook.

### Application Deadline

The application deadline is April 28. **Late applications will not be considered for funding.** Applications are considered to have met the deadline if they are received by the IHS Scholarship Program office:

IHS Scholarship Program  
801 Thompson Avenue, Suite 120  
Rockville, Maryland 20852  
Scholarship Branch Phone: (301) 443-6197  
Division of Grants Operations Phone: (301) 443-0243  
[www.scholarship.ihs.gov](http://www.scholarship.ihs.gov)

Hand-carried — On or before the deadline date when received by close of business (5:00 pm), or

Mailed/Other Service — Postmarked on or before the deadline date and received in time to be reviewed along with all other timely applications. A legible, dated receipt from a commercial carrier (such as FedEx or UPS) or the US Postal Service will be accepted in lieu of a postmark. Private metered postmarks will not be accepted as proof of timely mailing.

## Complete Application

Your complete application consists of the following:

### 1. Application Checklist

Include your completed checklist with original signature.

### 2. Application Form

The form must be completed, signed and dated. New applicants must complete Form IHS-856. Important: You must include the date, month and year of your graduation.

### 3. Two Faculty/Employer Recommendations (Attachment II)

### 4. Documentation of American Indian/Alaska Native Eligibility

Submit a copy of an approved Bureau of Indian Affairs (BIA) Certification Form 4432. Use Category A for American Indian: Members of Federally Recognized Tribes, Bands or Communities, and Category D for Alaska Native.

### 5. Official Transcript

Provide one original official transcript from each college and university attended. Official transcript means the institutional seal and/or the signature of the registrar must be present. If you have not attended a college or university, submit official high school transcripts. If you did not graduate from high school, submit a copy of an official document verifying completion of high school equivalency. The cumulative grade point average (GPA) will be determined from the official transcript(s). The GPA is one of the factors included in your final application rating.

### 6. Proof of Acceptance

Provide written evidence of acceptance into school, such as an original Letter of Acceptance, or, if applicable, a letter indicating continuing eligibility for enrollment for the fall/spring academic year for which you're applying for academic support, signed by an appropriate school official.

#### Health Preparatory and Pre-Graduate program applicants

— requires only a general acceptance into school for the fall/spring academic year in which you're applying for scholarship support.

**Health Professions program applicants** — requires a specific letter of acceptance (most current) into the specific health category. A letter of general admission to a school is not acceptable and will cause your application to be considered incomplete.

## 7. Reasons for Requesting Scholarship Form

## 8. Delinquent Federal Debt Form

## 9. W-4 Form

Must have original signature.

## 10. Verification of Course Curriculum Form (Attachment I)

Must be signed by an appropriate official.

## 11. Curriculum for Major

## 12. Part-Time Status Documentation

For part-time applicants, include documentation that your professional school or program and course curriculum allow less than full-time status.

## 13. Copy of Application Packet

You will need an original and two copies of your complete application and supporting documentation. Submit the original and one copy to the IHS Scholarship Program and keep one complete copy for yourself.

## 14. Acknowledgement Card

This is optional, to let you know that your application has been received.

## Important Reminders

Before submitting your application, make sure that you:

- » **Submit documents with *original* signatures.** All documents submitted with this application must have the original signatures to be valid.
- » **Submit official transcripts.** All transcripts must be official to be valid.
- » **Submit proof of enrollment/acceptance.** Include current written evidence of your letter of acceptance into the school/program for the academic year for which you are requesting scholarship support.
- » **Submit documentation of American Indian/Alaska Native eligibility.** A Certificate of Indian Blood (CIB) alone is not enough for acceptance. You must provide official evidence of Tribal membership.
- » **Submit a Form W-4 (for the current year).** You must submit a Form W-4 for the current scholarship year with the application for it to be complete.
- » **Submit your curriculum.** Include the entire curriculum for the major in the scholarship for which you are applying.
- » **Fill out Form IHS-856.** Be sure to fill out the bubble sheet, Form IHS-856, completely in No. 2 lead pencil. Sign and date it in ink.
- » **Submit the original and one copy of your application.** Make two copies of your complete application and supporting documentation. Submit the original and one copy to the IHS Scholarship Program and keep one complete copy for yourself.

## Step-by-Step Instructions







## Instructions for the Academic Year

### 2008 – 2009 Application Checklist

Within the following pages, you will find detailed instructions for completing your IHS Scholarship Program application. The checklist is included to assist you in preparing your application and to ensure that it is complete. Check off each item as you complete it and gather the documentation required. Return the completed checklist along with your completed application.

Beginning with the boxes above the checklist, fill in your name, career category, Social Security number and the name of the IHS Area Office through which you are applying for the scholarship. If you have ever received an IHS scholarship or grant, check the "YES" box, then note the career category of your scholarship or grant, and indicate which section (scholarship or grant) it is in.

In the next box, check the specific scholarship for which you are applying. If you are a continuing student, please refer to the Student Handbook for instructions on how to apply for continuation.

All scholarship applicants must fill out the required forms and provide the necessary documentation for the first 12 items on the checklist. The last item is to be completed *only* by Master of Public Health (MPH) applicants for the Health Professions Scholarship. The Health-Related Experience form is where you can document any experience you might have in a health field. Filling it out is optional.

Each item of the checklist is explained in detail in the following sections.

Include your signed and dated Application Checklist form with your completed application. Be sure you have checked off all applicable items on the form before submitting the complete package.



