

**SAMPLE REQUEST TO APPLY TO AN AIR FORCE SPONSORED  
MEDICAL SCHOOL SCHOLARSHIP PROGRAM**

MEMORANDUM FOR (Your Commander)

FROM: (Your military address)

SUBJECT: Request for Approval to Apply for Sponsorship to the Uniformed Services University of the Health Sciences (USUHS) or through the Health Professions Scholarship Program (HPSP)

1. I, (Full Name, Grade and SSAN), request approval to apply for an Air Force sponsored medical school scholarship program (either USUHS or HPSP).
2. The following information is provided:
  - a. I am a citizen of the United States.
  - b. I will not be more than 35 years of age as of 30 June in the year of admission. (Applicants who have served on active duty in a commissioned status may exceed the age limitation by a period equal to the time served on active duty, provided that individuals are not 35 years old before 30 June in the year of admission (may not be waived).
  - c. I will not be under 18 years of age at time of beginning first-year classes.
  - d. I meet the academic, intellectual, and personal qualifications specified in AFI 41-110.
  - e. I am motivated to pursue a medical career in the uniformed services.
  - f. (I do not have an active duty service commitment) or (My active duty service commitment resulting from (state reason) will be completed on (date)).

(Signature Block)

**SAMPLE ENDORSEMENT**

1st Ind

TO: Commander (Office symbol and address)

I (do recommend/do not recommend) (Full name, Grade, and SSAN) be given approval to apply to an Air Force Sponsored Medical School Scholarship Program (USUHS or HPSP). I certify no administrative or disciplinary actions are pending on this applicant. (If you do not recommend approval, state reasons.)

(Commander's Signature Block)

2<sup>nd</sup> Ind

TO: Wing Commander

I (do recommend/do not recommend) (Full name, Grade, and SSAN) be given approval to apply to an Air Force Sponsored Medical School Scholarship Program (USUHS or HPSP). I certify no administrative or disciplinary actions are pending on this applicant. (If you do not recommend approval, state reasons.)

(Commander's Signature Block)