OUR MISSION
To raise the physical, mental, social and spiritual health of American Indians and Alaska Natives to the highest level.

OUR GOAL
To ensure that comprehensive, culturally acceptable personal and public health services are available and accessible to American Indian and Alaska Native people.

OUR FOUNDATION
To uphold the federal government’s obligation to promote healthy American Indian and Alaska Native people, communities and cultures and to honor and protect the inherent sovereign rights of Tribes.
**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 [P.L.] 93-579), December 31, 1974, for individuals supplying information for inclusion in a system of records.

**Authority**


**Purposes and Uses**

In September of 1976, the Congress and the President of the United States enacted the Indian Health Care Improvement Act (IHCIA; [P.L. 94-437]), which declared that “it is the policy of this Nation, in fulfillment of its special responsibilities and legal obligation to the American Indian people, to meet the national goal of providing the highest possible health status to Indians and to provide existing Indian health services with all resources necessary to effect that policy.”

In 1978, the Indian Health Service awarded its first scholarship, laying the educational foundation for American Indian and Alaska Native students to train as health professionals serving within Indian health communities. Today, the IHS Scholarship Program has grown to support, educate and place health care professionals within medically underserved Indian health programs* throughout the continental United States and Alaska.

**Disclosure of Information**

Applicants are required to provide their Social Security number for purposes of payroll and payments in preparation for a scholarship award. IHS will deny your application for consideration should you fail to provide this information with your application.

Applicant/recipient data is used by the US Department of Health and Human Services (HHS) for recordkeeping and program management. The information may also be disclosed outside of HHS 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 profession 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 HHS Secretary to carry out specific research solely for the purpose of carrying out such research.

**DISCLAIMER**

The level of IHS scholarship financial aid 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. The information contained within this handbook applies to scholarship applicants for the 2014-2015 calendar year.

*The term “Indian health program” is defined in the IHCIA (P.L. 94-437) as any health program or facility funded in whole or in part by IHS for the benefit of American Indians and Alaska Natives. These health programs or facilities must be administered directly by IHS, by any Indian Tribe or tribal health program, or Indian organization contracted under The Indian Self-Determination Act or by an Urban Indian organization pursuant to Title V of the IHCIA.
More than 15,000 Indian health care professionals provide comprehensive care to culturally diverse American Indian and Alaska Native communities nationwide. However, IHS continues to need dedicated health professionals to work in Indian health facilities — people like you who seek a different path and want the fulfillment of working in a community where you are really needed. The IHS Scholarship Program offers a scholarship that supports your education and provides the foundation for a long and successful career — one which you can use to give back to your community.

The first step is to apply. This handbook provides you with the information you need to submit a complete and eligible application. It’s important to note that the IHS Scholarship Program application process is highly competitive — on average, the program receives about 1,200 eligible applications per year, from which IHS awards approximately 100 scholarships.

It is your responsibility to ensure that the information in your application packet is complete. The IHS Scholarship Program recommends that you submit your application as early as possible to allow our staff to confirm that it is eligible for review. A staff member will contact you (if time permits) to correct any errors, allowing you to resubmit your application prior to the deadline. IHS places only complete and eligible applications into competition for a scholarship award.

And remember, there’s no guarantee that you will receive an award, so we encourage you to seek financial aid and assistance from other sources as well.
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Introduction
Our three IHS scholarships offer qualified American Indian and Alaska Native health profession students a unique opportunity to establish an educational foundation as they prepare to pursue a career in Indian health. Each scholarship is defined by applicant and degree program eligibility and provides generous financial aid packages. The ultimate goal of the program is to develop the next leaders of Indian health communities.

Refer to the IHS Scholarship Comparison Chart for a concise view of the three IHS scholarship options and relevant information, along with a list of eligible health profession degree programs for the upcoming year.

**Preparatory Scholarship**

Our Preparatory scholarship provides financial aid to qualified American Indian and Alaska Native undergraduate students. Recipients must be members or descendents of federally recognized, state-recognized or terminated Tribes/Villages enrolled in preparatory courses (those required to improve science, mathematics or other basic skills and knowledge) or prerequisite courses (pre-professional studies required in order to qualify for admission to a health profession program).

**Pre-Graduate Scholarship**

Our Pre-Graduate scholarship provides financial aid to qualified American Indian and Alaska Native undergraduate students. Recipients must be members or descendents of federally recognized, state-recognized or terminated Tribes/Villages enrolled in courses leading to a bachelor’s degree in pre-medicine, pre-dentistry, pre-podiatry and other subjects as needed by the Indian health programs. See the IHS Scholarship Comparison Chart for a list of eligible degree programs.

**Health Professions Scholarship**

Our Health Professions scholarship provides financial aid to qualified American Indian and Alaska Native undergraduate- and graduate-level students. Recipients must be members of federally recognized Tribes/Villages and enrolled in an eligible health profession degree program. In exchange for financial aid, scholarship recipients agree to fulfill a service commitment in full-time clinical practice upon completion of their academic or post-graduate clinical training.
Determine Your Ideal Career Path

You have the opportunity to choose the scholarship that best matches your academic pursuits. Whether you’re an undergraduate just beginning your academic career or a graduate student preparing to enter the workforce, the IHS Scholarship Program offers a number of options where you can begin your journey to a career in Indian health. The chart below shows four examples detailing how to advance from “scholarship recipient” to a licensed or certified health professional at an Indian health facility.

**Example 1**
- Pre-Social Work
  - Preparatory Scholarship
  - Social Work
    - Health Professions Scholarship
    - Post-Graduate Clinical Training (Required)
      - Mentorship
        - Licensed Clinical Social Worker (LCSW)
      - Service Commitment
        - Discharge Planner

**Example 2**
- Pre-Nursing
  - Preparatory Scholarship
  - Nursing, BSN
    - Health Professions Scholarship
    - Service Commitment
      - Staff Nurse

**Example 3**
- Pre-Optometry
  - Pre-Graduate Scholarship
  - Optometry, OD
    - Health Professions Scholarship
    - Post-Graduate Clinical Training (Optional)
      - Ocular Disease/Pathology or Primary Care Optometry Residency
    - Service Commitment
      - Staff Optometrist

**Example 4**
- Pre-Medicine
  - Pre-Graduate Scholarship
  - Medicine (Allopathic and Osteopathic)
    - Health Professions Scholarship
    - Post-Graduate Clinical Training (Required)
      - Pediatrician Residency Program
    - Service Commitment
      - Pediatrician
Program Policies
The following are general eligibility requirements for all applicants. You must meet both these general requirements and the specific eligibility requirements listed for the scholarship you are applying for in order to be considered for a scholarship.

**Citizenship**
You must be a United States citizen (US-born or naturalized) or US national to be considered for an IHS scholarship; resident aliens are ineligible for a scholarship award.

Documents that will be accepted as proof of citizenship include:

» Copy of your birth certificate.
» Current US passport.
» Certificate of citizenship or naturalization.

A copy of a driver’s license or a social security card will not be accepted as documentation of citizenship.

**American Indian Tribal or Alaska Native Village Membership**
You must be a member or descendent of a federally recognized, state-recognized or terminated American Indian Tribe or Alaska Native village to be considered for an IHS scholarship.

NOTE: Only members of federally recognized Tribes or Alaska Native villages are eligible to apply for a Health Professions scholarship. Members and descendents of federally recognized, state-recognized or terminated Tribes and Alaska Native villages are eligible to apply for a Preparatory or Pre-Graduate scholarship.

**Federally Recognized Tribes**
The following members or descendents of federally recognized American Indian Tribes or Alaska Native villages are eligible to apply:

» **American Indian**: Category A — A member of a federally recognized Tribe, band or community.
» **American Indian**: Category B — A descendent of a federally recognized Tribe, band or community.
» **Alaska Native**: Category D — A member of an Alaska Native village.

**Documentation**
A copy of a Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service (Form BIA-4432)* form is the preferred documentation to verify your membership status with an American Indian Tribe or Alaska Native village.

**American Indian Tribal Members**
Members of federally recognized American Indian Tribes who cannot complete a Form BIA-4432 must submit one of the following pieces of documentation. Your Tribal enrollment number must be recorded on the document you select in order for the program to verify your membership status.

» Tribal Enrollment Card*
» Certificate of Degree of Indian Blood (CDIB)*

* Do not submit an original Form BIA-4432, Tribal Enrollment Card or CDIB — You will need to keep these for your personal records. Contact the Bureau of Indian Affairs or your local Tribal/Village official(s) if you need assistance.
Alaska Native Village Members

Members of Alaska Native villages who cannot complete a Form BIA-4432 must provide at least two of the following pieces of documentation. Your Tribal enrollment number must be recorded on one of the documents you select in order for the program to verify your membership status.

» Tribal Enrollment Card
» Certificate of Degree of Indian Blood (CDIB)
» Other official documentation listing name, blood quantum, status (original enrollee, descendent, etc.).

Descendents

Descendents of federally recognized Tribal members who cannot complete a Form BIA-4432 must provide the following documentation:

1. A copy of your birth certificate.
2. The birth or death certificate of your parent(s) or grandparent(s) who is (are) an enrolled member(s) of the Tribe with whom you’re establishing descendent status.
3. A copy of either of your parents’ or grandparents’ enrollment documentation (Form BIA-4432 or Tribal Enrollment Card).

* Do not submit an original Form BIA-4432, Tribal Enrollment Card or CDIB — You will need to keep these for your personal records. Contact the Bureau of Indian Affairs or your local Tribal/Village official(s) if you need assistance.

State-Recognized/Terminated Tribes

Documentation

Tribal Members

If you are a member of a state-recognized Tribe or a Tribe terminated since 1940, you must 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 the Interior, stating 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 Tribes published by the Secretary of the 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.

Descendents

Descendents of state-recognized Tribal members must submit the following documentation:

1. A copy of your birth certificate.
2. The birth or death certificate of your parent(s) or grandparent(s) who is (are) an enrolled member(s) of the Tribe with whom you’re establishing descendent status.
3. Evidence of either of your parents’ or grandparents’ Tribal membership in accordance with the paragraphs above.

You must clearly document your relationship to the Tribal member.
Ranking Procedures

The IHS Scholarship Program awards scholarships based on a 100-point ranking system divided among three categories:

» Academic Performance (40 points) — Performance is based on official transcripts. A minimum 2.0 cumulative GPA is required.

» Faculty/Employer Evaluations (30 points) — The evaluations assess how your education and work achievements, interpersonal skills and overall potential will translate into a successful career as an Indian health professional.

» Applicant Essays (30 points) — The essays provide you the opportunity to explain the reason(s) you are applying for a scholarship, your career goals and how these career goals will help to meet the needs of American Indians and Alaska Natives. The essays weigh heavily toward your ranking against other applications. IHS scores not only on how well the essays are written but also on how well your career goals and desire to serve Native communities are reflected in your writing.

The Application Review Committee consists of volunteers from Native communities throughout the United States. Their reviews determine the data used to rank applicants within each scholarship option according to their selected degree program, average review scores and projected graduation date. For example, if you are a junior pre-med student, you will be ranked among all pre-med applicants (freshmen through seniors) according to the average review score received from the Application Review Committee and your projected graduation date. When applicants receive the same ranking, those closest to graduation will be ranked higher than those just beginning their education.

All applicants scoring 70 points or higher will be considered for a scholarship.
Degree Programs
You must be enrolled in an eligible health profession degree program to be considered for a Preparatory or Pre-Graduate scholarship. Staffing needs of Indian health facilities determine the degree programs eligible for each scholarship.

The IHS Scholarship Comparison Chart lists the eligible degree programs associated with the Preparatory and Pre-Graduate scholarships.

GENERAL ELIGIBILITY REQUIREMENTS
1. You must be a US citizen (US-born or naturalized) or a US national.
2. You must be:
   a. A member or descendent of a federally recognized American Indian Tribe or Alaska Native village (Category A, B, or D on Form BIA-4432) or
   b. A member or descendent of a state-recognized or terminated Tribe.
3. Men over the age of 18 must be registered with Selective Service.

Specific Eligibility Requirements
Applicants must also meet specific eligibility requirements to qualify for a Preparatory or Pre-Graduate scholarship.

» Be a high school graduate or the equivalent.
» Have a minimum grade point average (GPA) of 2.0.
» Be capable of completing a health profession degree program.
» Intend to serve Indian people as a health professional in your chosen specialty.
» Be willing to sign an IHS Scholarship Program Agreement (IHS-817) documenting that you’re committed to continuing your education in your identified health profession degree program.

Financial Aid
IHS pays Preparatory and Pre-Graduate scholarship financial aid for a 10-month period from August 1 through May 31 of the next academic year. A Preparatory scholarship provides financial support for up to two years of full-time (four years part-time) academic work, while a Pre-Graduate scholarship provides financial support for up to four years of full-time (eight years part-time) academic work. This support covers tuition, required fees and other educational and living expenses outlined in the Scholarship Financial Aid section.
Maintaining Eligibility
You must meet the following standards to maintain your eligibility as a scholarship recipient:

» Be in good academic standing, with a minimum GPA of 2.0.
» Be enrolled as a full-time (12 credit hours or the equivalent) or part-time (six to 11 credit hours) student for each academic term.
» Maintain your enrollment status throughout the current academic year.
» Maintain the required hours to meet the graduation or completion of training date as agreed to in your application.
» Submit recipient documentation per program policies.
» Apply annually to request an extension of your scholarship support.

Please note that extensions are not guaranteed. In addition to submitting your application, you must be recommended for an extension based on your academic record, capability of graduating, completion of your board certification and readiness to begin practice as of your documented graduation date.
Degree Programs

You must be enrolled in a fully accredited, eligible health profession degree program to receive a Health Professions scholarship. Staffing needs of Indian health facilities determine the degree programs eligible for each scholarship.

The IHS Scholarship Comparison Chart lists the eligible degree programs associated with the Preparatory and Pre-Graduate scholarships.

GENERAL ELIGIBILITY REQUIREMENTS

1. You must be a US citizen (US-born or naturalized) or a US national.
2. You must be a member of a federally recognized American Indian Tribe or Alaska Native village (Category A Form BIA-4432).
3. Men over the age of 18 must be registered with Selective Service.

Specific Eligibility Requirements

Applicants must also meet specific eligibility requirements to qualify for a Health Professions scholarship.

- Be a high school graduate or equivalent.
- Have a minimum GPA of 2.0.
- Be capable of completing a health profession degree program.
- Intend to serve Indian people as a health professional in your chosen specialty.
- Be willing to sign an Indian Health Service Scholarship Program Contract (IHS-818) agreeing to a minimum two-year service commitment to practice at an Indian health facility upon completion of your academic and/or post-graduate training.

Financial Aid

IHS pays Health Professions scholarship financial aid for a 12-month period from August 1 through July 31 of the next academic year, for up to four years of full-time (eight years part-time) academic work. This support covers tuition, required fees and other educational and living expenses outlined in the Scholarship Financial Aid section.
Maintaining Eligibility
You must meet the following standards to maintain your eligibility as a scholarship recipient:

» Be in good academic standing according to your school’s degree program policies.
» Be enrolled as a full-time (12 credit hours or the equivalent) or part-time (six to 11 credit hours) student for each academic term.
» Maintain your enrollment status throughout the academic year.
» Submit a letter from the institution’s program director verifying your full- or part-time status.
» Maintain the required hours to meet the graduation or completion of training date as agreed to in your application.
» Submit recipient documentation per program policies.
» Apply annually to request an extension of your scholarship support.

Scholarship extensions are not guaranteed. You must apply and be recommended for an extension by the IHS Division of Health Professions Support (DHPS) Director based on your academic record, capability of graduating, ability to gain admission to a health professions program, completion of board certification and readiness to begin practice as of your documented graduation date.

IHS Scholarship Program Contract
You must sign the Indian Health Service Scholarship Program Contract (IHS-818) when accepting a Health Professions scholarship. By signing, you agree to fulfill a minimum two-year service commitment in full-time clinical practice at an Indian health facility in your chosen health profession after completing your academic or post-graduate clinical training. Be sure that you have a full understanding of the contract before signing and returning it to the IHS Scholarship Program branch office.
**GOOD TO KNOW**

IHS will not pay for the following academic work:

- Dual degree (for example, a Master of Public Health in addition to the degree in your health profession or a second major in a degree program unrelated to the core health curriculum, such as business administration).

- Audited courses.

- Repeated course(s) due to poor academic performance unless that course is taken during summer school.

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**Tuition and Required Fees**

The IHS Scholarship Program pays for tuition and required fees (calculated by the educational institution) directly applicable to your approved curriculum and scholarship requirements. Required fees include lab, health unit and parking permit fees. IHS will cover the cost of a basic parking permit as required to park on campus. You will be responsible for additional costs if you upgrade your permit to allow for parking closer to your classes.

You must submit a copy of your scholarship award letter to your school’s business office and financial aid office once it is received from the Division of Grants Management. This letter officially notifies your school of your participation in the IHS Scholarship Program and includes invoice and payment instructions (allowing your school to bill IHS directly).

Your scholarship award is dependent on your maintaining your approved course load and chosen degree program. Any substantial differences between your official transcripts and the **Course Curriculum Verification (IHS-856-6)** form you submit in support of your scholarship application can result in the loss of your financial aid.

Summer school is not included as part of your tuition and fees. Scholarship support for summer courses must be requested annually, no later than April 22. Refer to the **Summer School** section for more information.
Living Expenses

IHS supports all scholarship recipients with a monthly stipend covering reasonable living expenses. Health Professions scholarship recipients will receive the stipend for a 12-month period, while Preparatory and Pre-Graduate scholarship recipients will receive the stipend for 10 months. The estimated stipend, including room and board, will be no less than $1,500 per month, deposited at the end of each month via direct deposit by the US Treasury Department. Stipends are prorated for part-time students. The Division of Grants Management will send an award letter specifying the total dollar amount of the stipend upon approval of your scholarship.

AUGUST PAYMENT

You will receive an annual lump sum in your August payment labeled Other Related Costs (ORC) to cover books, travel and other pre-approved educational expenses. The IHS Scholarship Program suggests that you budget your ORC payment appropriately to cover your expected expenses over the course of the academic year. IHS will not approve requests for additional funds unless you provide documentation showing the ORC funding did not sufficiently cover the outlined approved education expenses.

Education Expenses

Items Included in Financial Aid

IHS will pay for the following items as part of your August payment:

» School-required books, laboratory expenses, dental/medical/optometric/podiatric/nursing equipment and other miscellaneous educational expenses.

» Tutorial services — $400 (full time) or $200 (part time) to assist with tutorial services or licensure/board certification preparatory classes.

» $300 to offset travel expenses to and from school for the year.

» $35 to offset the expense for a post office box rental.

Items Not Included in Financial Aid

IHS will not pay for the following items:

» School bookstore invoices for non-required books and supplies.

» Dental/medical equipment rented from sources other than the school.

» Desktop or laptop computers (purchased, leased or rented).

» Health insurance — The educational institution will accept documentation from your Tribe or IHS facility stating that you are eligible for health care and/or contract health care through an Indian health program. 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 $300 allowed.

» Membership dues for student societies, associations and similar expenses.

» School terms prior to the scholarship award period.

» Uniforms (for example, military uniforms, school-required scrubs).

» Credit card debt.
Summer School
All scholarship recipients are eligible to receive financial assistance for summer school. IHS will distribute a new award letter notifying you of the program’s approval of your summer school request. You must submit your award letter to your school’s business and financial aid offices authorizing the school to bill IHS for summer school tuition and required fees.

Preparatory and Pre-Graduate Scholarship Recipients
The IHS Scholarship Program will pay up to $700 for full-time students or $350 for part-time students for summer school tuition and fees as billed by your school. You are able to enroll in as many credit hours as you choose; however, you must pay the cost of summer school beyond what the program provides. No additional funds are available for books or other miscellaneous expenses.

Health Professions Scholarship Recipients
The IHS Scholarship Program will cover all summer school tuition and fees as billed by your school. No additional funds are available for books or other miscellaneous expenses.

You are required to submit the following documentation by the April 22 deadline for review and approval of your request.

» Summer School Request (IHS-856-21) form completed and signed by your school advisor.
» Curriculum for major.
» Documentation of summer school tuition and fees.
» Confirmation that your degree program requires your summer school course(s).
» Written notification if the summer school course(s) is required to make up a failed required course(s).

Taxes
IHS scholarship stipends are subject to federal income tax and possibly state and local taxes. IHS withholds only Federal Insurance Contributions Act (FICA) taxes from your stipend checks. Please contact the IRS or a financial advisor about any other tax liabilities.
Potential Conflicts with Your IHS Scholarship

Multiple Scholarships, Grants and Fee Waivers
All scholarship recipients must report their IHS Scholarship Program award to both their school’s business office and financial aid office in order to avoid unlawful duplication of federal funding. Your school must list any scholarship, grants and fee waivers that you have accepted from sources other than the IHS Scholarship Program on its invoicing. The IHS Scholarship Program will deduct other sources of financial aid from the school invoice charges for tuition and fees before approving final payment. Student loans are not included in this policy since the student will repay the loans following his or her graduation.

The IHS Scholarship Program recommends that you decline all other sources of outside funding so you can take advantage of your full IHS scholarship award.

Scholarships Carrying a Service Commitment
If you are currently receiving scholarship funds or have a service commitment from any federal or state program under the umbrella of the National Health Service Corps (NHSC) Scholarship Program (Section 751 of the Public Health Service Act) or the Scholarship Program for First-Year Students of Exceptional Financial Need (EFN) (Section 758 of the Public Health Service Act), you are not eligible to participate in the IHS Scholarship Program during the school year(s) for which you received those awards.

Benefits from State, Local and Other Federal Sources
If you owe a service commitment for professional practice to a state or other entity under an agreement made before applying for an IHS scholarship, you are ineligible for an award unless the state or entity submits a written statement to the IHS Scholarship Program Branch Chief indicating that:

» There is no potential conflict in fulfilling your service commitment to the state or entity and the IHS Scholarship Program.
» You will fulfill the IHS Scholarship Program service commitment before or concurrently (if applicable) with the service commitment for professional practice owed to the state or entity.

Veterans Benefits
You may continue to receive education benefits from the US Department of Veteran Affairs (GI Bill) along with IHS scholarship funds since VA benefits were earned by prior active duty in a uniformed service.
IHS Scholarship Program Application
How to Apply

The IHS Scholarship Program application contains 12 steps. It is designed to allow you to stop and start at your convenience, safely preserve your work throughout the application process and provide helpful links and hints to address common questions and applicant errors.

You must have all materials postmarked by the US Postal Service no later than the application deadline. If you submit your materials via a commercial carrier such as FedEx or UPS, a legible, dated receipt from the commercial carrier is accepted as proof of timely mailing instead of a postmark. The Scholarship Program branch office will not accept private metered postmarks.

Meeting the deadline is your responsibility; IHS will not grant extensions.

Your application packet must be mailed to the following address:

Indian Health Service
Scholarship Program
801 Thompson Ave., TMP Suite 450A
Rockville, MD 20852

Application Packet

In addition to submitting your online application, you will need to mail an application packet containing your application, Application Checklist and supporting documentation with original signatures, where necessary. Signed copies must display your full name and date in black or blue ink. The program recommends that you make an additional copy to keep for your records.

You must submit the following documentation as part of your application packet:

- Application: The online system will prompt you to print two copies after submitting your application.
- Application Checklist: The online system will prompt you to print two copies after submitting your application. An original signature is required.
- Documentation of American Indian Tribal or Alaska Native Village Membership
- Delinquent Federal Debt (IHS-856-5): Submit a hard copy in addition to the online form. An original signature is required.
- Course Curriculum Verification (IHS-856-6) and Curriculum for Major: These must be attached with an original signature on the Course Curriculum Verification.
- Letter of Acceptance/Proof of Application
- Official Transcripts: Transcripts must be submitted via secure e-file delivery or mailed in an official, sealed envelope with the college/university seal and/or registrar’s signature. Only one transcript is required for each school you have attended. The program branch office will make any necessary copies.

The following form is only required if a Faculty/Employer Evaluation is not completed as part of your online application:

- Faculty/Employer Evaluation (IHS-856-3) You must submit this form if your selected evaluator(s) cannot access the online form or would prefer to complete the form in writing.

Contact your Area Scholarship Coordinator or the IHS Scholarship Program if you have any questions.

The information you provide on your application and supporting documentation might be investigated and any willful misrepresentation will be cause to reject your application for an IHS scholarship award. If a scholarship has been awarded, willful misrepresentation will make you liable for repayment of awarded funds. False statements may be punished as a felony under US code, Title 18, Section 1001.
Apply Now

You can access the IHS Scholarship Program application through the Apply Now page of the program website where you will find the application deadline and program information and materials.

Create Account/Applicant Login

First-Time Applicants

Click “Create Account” to enter the email address and password that you plan to use throughout the application process, as well as your Social Security number (SSN) and date of birth. An email is sent to your address verifying your account. You will need to follow the directions in the email to continue with your application.

GOOD TO KNOW

You will encounter a system error when trying to create an account if you or someone you know has established an account in the past using your SSN. Use the Forgot Username/Password link if you cannot remember the combination to access your account.

Returning Applicants

If you are a returning user, simply log in using the email address and password you entered when creating your account and you will be directed to Step 1 of the application.
Step 1: Profile

The profile page will provide the program with your contact information should the branch office staff need to contact you during the application process. Your SSN is used solely to verify your identity, determine your eligibility for scholarship assistance and track any federal funds you have received in the past or are currently receiving.

You will also be prompted to select an IHS Area office based on the proximity to either your home address or your college/university. The Area Scholarship Coordinator assigned to that office can be used as a reference throughout the application process, providing assistance with any questions you may have regarding the completion of your application and/or application packet.
Step 2: Eligibility

State your US citizenship or national status; identify your Tribal status, the name of your Tribe or Native village and your cumulative grade point average (GPA).
Step 3: Instructions

This step verifies that you understand the application process and requirements.

You must complete all 12 steps and click “Submit My Application” to officially submit your application for review.

While working on your application, you can click “Save & Continue” upon completion of a step to move on to the next section or click “Save & Leave” to exit the system and save your application at another time.

After submitting your online application, Step 11, the online system verifies you’ve completed all sections of your application and application checklist. You are required to submit an application packet, including two copies of your application, applicant checklist, and supporting documentation. Any required documentation in support of the scholarship must be received by the IHS Scholarship Program office postmarked no later than this application deadline.

Please visit the IHS Scholarship Program Application Handbook for further details.

I agree that I have read and understand the instructions detailing the IHS Scholarship Program application process. I understand that the information and materials submitted for this application are true to the best of my knowledge. If my application packet is not received by the IHS Scholarship Program office postmarked no later than this application deadline, my application will not be accepted.
**Step 4: Degree Program**

Identify your degree or certificate program, your grade level for the next academic year and your anticipated graduation date.

When providing your anticipated graduation date, you should indicate the month and year you anticipate completing the degree related to the scholarship for which you applied. For example, if you are applying for the Preparatory scholarship as a junior within a *pre-pharmacy* degree program, your graduation date should indicate completion of your *undergraduate* degree. Do not enter your graduation date as the expected completion of your PharmD degree.

Use the “Help?” link where indicated if you need further assistance.
Step 5: College/University Information

Step 5 will gather the following information:

» The college/university in which you are:
  • Currently enrolled.
  • Accepted for enrollment.
  • Awaiting word on your application for enrollment.*

» Residency status.

» Your enrollment status (full time or part time).

» The hours of coursework you are enrolled in for the fall semester.

Use the “help?” link where indicated if you need further assistance.

* If you are currently applying to school(s), but have not been accepted for enrollment, you must enter information for the school that is your first choice to attend during the coming school year. All other schools to which you have applied should be listed in the last question of this step. A Course Curriculum Verification (IHS-856-6) form is required with your application packet for each school you are considering attending as an IHS scholarship recipient.
Step 6: Education Background

Step 6 requests information about the schools you’ve attended.

**College Students**

If the college/university information that you provided in Step 5 is the only school you have attended, click “next” to move on to Step 7: Emergency Contact Information. If you have attended multiple schools, click “Add College/University” to add those schools. When you have added all past schools attended, click “Next” to move on to Step 7.

**High School Students**

High school seniors and high school graduates without college experience will be prompted by the system to provide (on a different screen) information about their high school, years of attendance and date of graduation.

*Note: High school seniors must provide school information and a transcript from the high school from which they plan to graduate.*
Step 7: Emergency Contact Information

Provide the name, address and phone number of a relative or friend through whom we can locate you.
Step 8: Faculty/Employer Evaluation

Provide contact information for two evaluators who will receive an email containing a link to an online version of the Faculty/Employer Evaluation (IHS-856-3) form.

These evaluations are worth 30 percent of your final ranking. The IHS Scholarship Program recommends that you select evaluators who hold a position (for example, professor, college department head, etc.) with direct knowledge of your academic achievements. While evaluations from employers, friends, co-workers, etc., are accepted, their evaluations aren’t weighted as heavily as others.

GOOD TO KNOW

The IHS Scholarship Program recommends that you contact your chosen evaluators to request permission to use them as references. Once you have received their permission, it is your responsibility to ensure that the evaluators you’ve selected have received and completed the online form by the deadline. A system-generated email will be sent to your evaluator immediately upon your submission of their contact information. You should follow up with your evaluator(s) to confirm that they received the email. If it is not in their inbox, ask that they check their Junk or Spam folder.

You must provide them with a hard copy of the Faculty/Employer Evaluation (IHS-856-3) form to complete if your evaluator(s):

- Do not have email access.
- Did not receive the system-generated email when you submitted their contact information.
- Prefer to complete a hard copy form.

Be sure to submit the hard copy forms as part of your application packet.

Note: An evaluator cannot be related to you by blood or marriage and must attest to the accuracy of the evaluation. Any false representation is sufficient cause for rejection of your application.
Step 9: Financial and Obligation Information

Provide information on any federal support you receive and any relevant obligation or debt you may have.

You are also required to provide a hard copy of the Delinquent Federal Debt (IHS-856-5) form with a notarized Power of Attorney document, if applicable, as part of your application packet.
Step 10: Narrative Statements

Describe your reasons for requesting a scholarship, state your career goals and explain how your goals will meet the health care needs of American Indians and Alaska Natives.

Your essays are worth 30 percent of your ranking, so you should be descriptive, use correct grammar and organize your information. Prepare your essays in advance and then copy and paste your entries into the appropriate fields. The text boxes on this screen provide unlimited space.

HELPFUL HINTS

Below are some helpful hints to guide you through the completion of your narrative statements.

1. We do not award scholarships due to financial hardship. When providing an explanation as to why you are requesting a scholarship, do not indicate that you are interested only because you are in need of financial assistance.

2. A prerequisite of all IHS Scholarship Program applicants is that you intend to serve Indian people as a health professional in your chosen specialty. You should include statements on how you plan to give back to the community.

3. Include any information about your participation or achievements in a health-related field.

4. Provide insight into what has motivated you to pursue a health care career.

5. It is important to give examples of your involvement in Tribal activities.
**Step 11: Confirmation of Information**

Review your application before submitting the online portion to the branch office.

Information that is missing, but is required, is denoted with a red asterisk. Use the navigation bar or the “Previous” button to return to the steps that are not completed.

Continue to Step 12 once you have verified that your information is accurate and your application is ready to be submitted.
Step 12: Submit Application

You must complete this step to officially submit your application through the online system. Contact your ASC or the IHS Scholarship Program if you need to revise your application.

Application Submitted

Once your application is submitted, the online system will prompt you to print two copies of your application and Application Checklist, as well as the system-generated confirmation page. The Application Checklist includes all supporting documentation you must submit as part of your application packet.

Application packets must include your application, the Application Checklist and all required supporting documentation with original signatures, where necessary. You should also keep a copy of your packet for your records.
Application and Application Checklist

Print your application and the Application Checklist after submitting your online application. Your Application Checklist must have an original signature.

Documentation of American Indian Tribal or Alaska Native Village Membership

**Form BIA-4432**

A copy of a Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service (Form BIA-4432)* is the preferred documentation to verify your membership status with a federally recognized Tribe or Alaska Native village.

**Federally Recognized Tribes or Alaska Native Villages**

**American Indian Tribal Members**

Members of federally recognized American Indian Tribes who cannot complete a Form BIA-4432 must submit one of the following pieces of documentation. Your Tribal enrollment number must be recorded on the document you select in order for the program to verify your membership status.

» Tribal Enrollment Card*

» Certificate of Degree of Indian Blood (CDIB)*

**Alaska Native Village Members**

Members of Alaska Native villages who cannot complete a Form BIA-4432 must provide at least two of the following forms of documentation. Your Tribal enrollment number must be recorded on at least one of the documents you select in order for the program to verify your membership status.

» Tribal Enrollment Card*.

» Certificate of Degree of Indian Blood (CDIB)*.

» Other official documentation listing name, blood quantum, status (original enrollee, descendent, etc.).

**Descendants**

Descendants of federally recognized Tribal members who cannot complete a Form BIA-4432 must provide the following documentation:

1. A copy of your birth certificate.
2. The birth or death certificate of your parent(s) or grandparent(s) who is (are) an enrolled member(s) of the Tribe with whom you’re establishing descendent status.
3. A copy of either of your parents’ or grandparents’ enrollment documentation (Form BIA-4432 or Tribal Enrollment Card).

* Do not submit an original Form BIA-4432, Tribal Enrollment Card or CDIB — You will need to keep these for your personal records. Contact the Bureau of Indian Affairs or your local Tribal official(s) if you need assistance.
**State-Recognized/Terminated Tribal Membership**

**Tribal Members**

If you are a member of a state-recognized Tribe or a Tribe terminated since 1940, you must 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 the Interior, stating 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 Tribes published by the Secretary of the 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.

**Descendents**

Descendents of state-recognized Tribal members must submit the following documentation:

1. A copy of your birth certificate.
2. The birth or death certificate of your parent(s) or grandparent(s) who is (are) an enrolled member(s) of the Tribe with whom you’re establishing descendent status.
3. Evidence of either of your parents’ or grandparents’ Tribal membership in accordance with the paragraphs above.

You must clearly document your relationship to the Tribal member.

Contact the [Bureau of Indian Affairs](https://www.bia.gov) or your local Tribal official if you need assistance.
GOOD TO KNOW

Although you completed the Delinquent Federal Debt (IHS-856-5) form as part of your online application, you are also required to mail a hard copy as part of your application packet.

Delinquent Federal Debt

The Delinquent Federal Debt (IHS-856-5) form reports any federal debt you may have that is past due on your scheduled payments. Federal debt includes federal income taxes, guaranteed or direct student loans, Federal Housing Authority loans and other miscellaneous administrative debts. Delinquency is defined as being more than 31 days past due on a scheduled payment for direct and guaranteed loans. IHS does not consider deferred loans to be delinquent.

You must complete and sign this form and include it with your application. Fill in your name, health profession degree track, Social Security number, email address and the IHS Area office through which you are applying. Answer “YES” or “NO” to the question: “Are you delinquent on the repayment of any federal debt(s)?”

If you answer “NO,” sign and date the form at the bottom and submit it with your application.

If you are delinquent on the repayment of any federal debt, check “YES.” Write an explanation of your delinquent debt in the space provided. Include the name of the federal agency that you owe, the type of debt (such as a student loan or Housing and Urban Development mortgage, for example), the name and phone number of a contact person handling your debt and the account number.

Additionally, you must include a notarized power of attorney, authorizing IHS Division of Grants Management personnel to inquire about your debt. We will not consider your application if you do not include this authorization. If you have any questions regarding the power of attorney, contact the IHS Division of Grants Management. An example is provided below for your reference.

I, _____________________________________ of _____________________________________

do hereby authorize the IHS Division of Grants Operations _____________________________________
to inquire on my debt to the _____________________________________ for my benefit to remain eligible as
an IHS scholarship applicant.

This Power of Attorney is granted for a period of one year and shall become effective on ____________

and shall terminate on ____________.

Specified Date

Executed this ______ day of ______, 20___ at ______.

[day] [month]

[print name]

Notary Acknowledgement

State of __________________________; County of ____________________________.

On this the _____ day of ____________, 20____ before me __________________,

[day] [month]

the undersigned officer, personally appeared ________________________________

known to me or proven satisfactorily to be the person whose name is subscribed to the within instrument,

and acknowledge that he or she executed the same for the purposes therein contained.

In witness whereof, I hereunto set my name and official seal.

[signature of officer]

My Commission Expires:

[insert official seal]
INSTRUCTIONS: APPLICATION PACKET

GOOD TO KNOW

Be advised that courses not required for your degree program will not count toward determining your full-time or part-time enrollment status.

Course Curriculum Verification

The Course Curriculum Verification (IHS-856-6) form documents the courses that you intend to take during the upcoming academic year. You must document your course load for the entire year (all terms). A Curriculum for Major must be attached with this form.

Your current high school or college academic advisor/counselor or your Area Scholarship Coordinator must review and sign your form before submission. If you choose to have your ASC sign your form, you must meet with him or her by appointment for review prior to submission.

You must submit a Course Curriculum Verification form and a Curriculum for Major for each college/university to which you have applied and want to be considered for funding.
Curriculum for Major

You are required to provide a course curriculum for your major (available in your school catalog or your major’s department office) and attach it to your Course Curriculum Verification (IHS-856-6) form when submitting your application packet.

Note: Preparatory and Pre-Graduate scholarship applicants must document that your curriculum for major will lead to acceptance into a corresponding Health Professions scholarship degree program (for example, a pre-pharmacy curriculum will result in acceptance to a pharmacy school).
Letter of Acceptance/Proof of Application

You must submit a letter of acceptance or proof of application as part of your application packet. If you are already admitted or are attending school, submit a letter, signed by an appropriate school official, indicating that you are eligible for enrollment in the academic year for which you are applying for scholarship funding.

Preparatory and Pre-Graduate Scholarship Applicants: A letter of general acceptance into the school will satisfy this requirement.

Health Professions Scholarship Applicants: You are required to submit the most current letter of acceptance that you have received documenting your acceptance into a health profession degree program. A letter of general admission to your college/university is not acceptable.

The Scholarship Program will not accept proof of enrollment through the National Student Clearinghouse in lieu of an original letter of acceptance or proof of application.

If you have applied to more than one school and are waiting for acceptance from any one of them, you must include letters from all of the schools to which you have applied stating that your application for admission has been received. These letters must include the date you will receive formal acceptance (if accepted). You must submit your official letter of acceptance no later than May 31.

Preparatory and Pre-Graduate Scholarship Letter of Acceptance is for example purposes only.

Health Professions Scholarship Letter of Acceptance is for example purposes only.
Faculty/Employer Evaluation

The IHS Scholarship Program recommends that you select faculty and employer personnel who can evaluate your school/work performance. Please contact your chosen evaluators to request their permission to use them as a reference. Once permission is received, provide a form to each evaluator. Make sure the evaluator signs the form, including the Statement of Conflict of Interest, certifying that he or she isn’t related to you by blood or marriage and can attest that the evaluation provided is accurate. Any false representation is sufficient cause for rejection of your application.

Official Transcripts

College/University Transcripts

You must submit an official transcript as part of your application packet. Copies of official transcripts or electronically produced grade reports are not accepted.

Official transcripts must arrive via a secure e-file delivery or in a sealed envelope with the institutional seal and/or the signature of the registrar. Contact your Program Analyst for delivery instructions if you elect to have your school’s registrar office submit an electronic file of your transcripts. If you choose to submit a hard copy of your transcripts, do not remove official transcripts from your institution’s original mailing envelope. Transcripts that appear to have been handled and/or altered in any way are not accepted.

High School Transcripts

You must submit an official transcript from your graduating high school in a sealed envelope. If you did not graduate from high school, submit a copy of an official document that verifies high school equivalency.
Contact Information

This section describes key personnel involved with your scholarship award. The IHS Scholarship Program staff has an interest in your success and is ready to help.
Branch Chief
The IHS Scholarship Program Branch Chief is responsible for the coordination of the programmatic aspects for the scholarship sections of P.L. 94-437, Title I and for the activities of the Area Scholarship Coordinators (ASCs). Additionally, the IHS Scholarship Program Branch Chief serves as the authority on programmatic issues and decisions.

Program Analysts
IHS Scholarship Program Analysts are responsible for the coordination of the various scholarship program functions and processes. As part of this responsibility, they work with you to ensure compliance with your obligations and/or liabilities. The Program Analysts monitor the deferment and completion of your service commitment. In addition to these duties, they work with the Division of Grants Management on matters dealing with payments, applications/awards and related processing. Program Analysts track and record data pertaining to you and monitor your academic progress to ensure compliance while you are in school. They also maintain ongoing communications with the Area Scholarship Coordinators, as well as with other IHS components, governmental agencies and Tribal organizations.

Area Scholarship Coordinators
The Indian Health Service is composed of 12 Area offices, each with a designated Area Scholarship Coordinator (ASC). An ASC serves as a scholarship applicant and recipient resource for technical and programmatic questions. ASCs monitor your academic performance and assist you in finding a position upon completion of your academic or post-graduate clinical training.

Discipline Chiefs
Discipline Chiefs serve as a program resource for scholarship recipients and assist with extern and service commitment placements.

Chief Grants Management Officer
The Chief Grants Management Officer is responsible for the administration of the scholarship program in accordance with grant policies and procedures. In addition, all management of appropriate business functions of the scholarship program is the Officer’s responsibility.

Grants Scholarship Coordinator/Management Specialist
The Grants Scholarship Coordinator is responsible for the coordination of all business functions of the scholarship program. These functions include distributing scholarship extension applications, monthly stipend payments and all award notifications.

Extern Program Coordinator
The Extern Program Coordinator is responsible for the following activities:

- Verifying and reconciling data on all externs.
- Establishing and maintaining cooperative and ongoing communications with Area Scholarship Coordinators, as well as other IHS components, governmental agencies and Tribal organizations to ensure that externs are in compliance with IHS Scholarship Program requirements.

Default Waiver Coordinator
The Default Waiver Coordinator monitors the default/waiver functions of the IHS Scholarship Program.

Health Professions Support Branch Chief
The Health Professions Support Branch Chief is responsible for the coordination of all recruitment and retention activities for IHS health professionals.
Applicants must be American Indian or Alaska Native to meet IHS Scholarship Program eligibility requirements. The policy of the IHS is to provide absolute preference to qualified Indian applicants and employees who are suitable for federal employment in filling vacancies within the IHS. IHS is an equal opportunity employer.