

**Indian Health Service Scholarship Program**  
**School Year 2025 – 2026 Application Handbook**

**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.



Indian Health Service  
Scholarship Program  
5600 Fishers Lane  
Mail Stop: OHR (11E53A)  
Rockville, MD 20857  
IHS Scholarship Program: (301) 443-6197  
[www.ihs.gov/scholarship](http://www.ihs.gov/scholarship)

**Application Submission Deadline: February 28, 2025, 7:00 p.m. EST**

## **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, based on 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

Sections 751–757 of the Public Health Service Act and Sections 103 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, 1996 and 2010

(P.L. 100-713, P.L. 102-573, P.L. 704-313 and P.L. 111-148).

### Purposes and Uses

In September of 1976, the Congress and the President of the United States enacted the Indian Health Care Improvement Act (IHCA; [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 current year.

\* The term "Indian health program" is defined in the IHCA (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 IHCA.

More than 15,000 employees make up the IHS team, providing comprehensive care and support 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 while allowing you to work toward giving 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 applications per year, from which IHS awards approximately 150-165 scholarships.

It is your responsibility to ensure that the information in your application packet is complete.

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 support packages. The goal of the IHS Scholarship Program is to develop the next leaders of Indian health communities.

## [COMPARISON CHART](#)

### **Preparatory Scholarship**

Our Preparatory scholarship provides financial support to qualified American Indian and Alaska Native undergraduate students. Recipients must be members or descendants 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 to qualify for admission to a health profession program). [Degree programs](#) listed are based on IHS needs.

### **Pre-Graduate Scholarship**

Our Pre-Graduate scholarship provides financial support to qualified American Indian and Alaska Native undergraduate students. Recipients must be members or descendants of federally recognized, state-recognized or terminated Tribes/Villages enrolled in courses leading to a bachelor's degree in pre-medicine, pre-dentistry and other subjects as needed by the Indian health programs.

### **Health Professions Scholarship**

Our Health Professions scholarship provides financial support 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 support, scholarship recipients agree to fulfill a service commitment in full-time clinical practice in the discipline in which IHS financial support was received upon completion of their academic or post-graduate clinical training. Scholarship recipients must start their service commitment within 90 days after completing their academic or post-graduate clinical training. All Health Professions Scholars will incur a minimum of a two-year service commitment.

## 2025-2026 IHS SCHOLARSHIP PROGRAM (IHSSP) ELIGIBLE DEGREE PROGRAMS<sup>+</sup>

Scholarship 103 Programs	Degree Programs	American Indian/Alaska Native*	Service Commitment
<b>Preparatory</b>  <b>**Leading to a Bachelor Degree of Science</b>	<b>Pre-Nursing**</b> -Sophomore level -Prerequisite courses leading to a Bachelor of Science degree in Nursing  <b>Pre-Pharmacy**</b>  <b>Pre-Physical Therapy**</b>  <b>Pre-Physician Assistant**</b>  <b>Post –Baccalaureate-Medical/Dental</b>	Descendants and members of federally or state-recognized Tribes are eligible.	None
<b>Pre-Graduate</b>	<b>Pre-Medicine</b> -leading to a bachelor degree of science  <b>Pre-Dentistry</b> -leading to a bachelor degree of science	Descendants and members of federally or state-recognized Tribes are eligible.	None
Scholarship 104 Program	Degree Programs	American Indian/Alaska Native*	Service Commitment
<b>Health Professions</b>  Associate, Bachelor, Master, and Doctoral Programs	Must be enrolled in the program by August 1, 2025.  <b>Associate Degree Programs</b> -Nursing (accredited ADN program leading to NCLEX entry) -Dental Therapy (must be CODA accredited) -Diagnostic Radiology  <b>Bachelor Degree Programs</b> -Nursing -Dental Hygiene -Environmental Health -Engineering (Civil or Environmental – Accreditation Board for Engineering and Technology) -Clinical Laboratory Scientist -Diagnostic Radiology  <b>Master Degree Programs</b> -Nurse Midwife -Social Work (LCSW) -Occupational Therapy -Dental Therapy (must be CODA accredited) -Nurse Practitioner -Physician Assistant -Mental Health Counseling  <b>Doctoral Degree Programs</b> -Clinical Psychology -Dentistry -Nurse Anesthetist -Nurse Practitioner (DNP) -Optometry -Pharmacy -Physician, Allopathy -Physician, Osteopathy -Physical Therapy -Podiatry	Members of federally recognized Tribes are eligible.  *Upon request, you must submit American Indian/Alaska Native documentation.	Minimum two years of service commitment in an IHSSP-approved position at an IHSSP-approved site. One year of service per year of support for scholarship received, thereafter.  <span style="color: red;">Please note that some jobs may be limited to certain geographic areas within the Indian Health Service. For questions about potential service obligation sites, please contact <a href="mailto:ihsrecruiters@ihs.gov">ihsrecruiters@ihs.gov</a>.</span>

IHS scholarship opportunities are highly competitive and there are no guarantees that you will receive an award.

**YOUR HEALTH CAREER STARTS HERE** Applicants must be American Indian or Alaska Native to meet IHS Scholarship Program eligibility requirements. The policy of IHS is to provide preference to qualified Indian applicants and employees who are suitable for federal employment in filling vacancies.

\*Subject to Change

## **Applicant Eligibility Requirements and Selection**

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 to be considered for a scholarship.

### **US Citizenship and Selective Service**

- 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.
- Men aged 18 or over must be registered with Selective Service.

### **American Indian Tribal or Alaska Native Village Membership**

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

Only members of federally recognized Tribes or Alaska Native villages are eligible to apply for a Health Professions scholarship. Members and descendants 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**

#### **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 required to verify your membership status with an American Indian Tribe or Alaska Native village.

Based on the Form BIA-4432, Members of federally recognized American Indian Tribes or Alaska Native villages are eligible to apply for a Health Professions scholarship and should complete Category A or Category D.

»American Indian: Category A — Member of a federally recognized Tribe, band or community.

»Alaska Native: Category D — Member of an Alaska Native village.

\* 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**

**State-recognized tribal members are only eligible to apply for the Preparatory or Pre-Graduate scholarship.**

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. You may provide a 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.

#### Documentation

State-recognized tribal members can submit a copy of a *Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service* (Form BIA-4432) and complete Category C.

»American Indian: Category C — Persons who possess at least one-half degree Indian blood derived from tribes Indigenous to the United States.

A copy of state-recognized ID tribal card is also acceptable.

#### **Descendants**

**Descendants are only eligible to apply for the Preparatory or Pre-Graduate scholarship.**

#### Documentation

Descendants of federal or state-recognized Tribal members must submit the following:

- A copy of your birth certificate.
- The birth or death certificate of your parent(s) or grandparent(s) who is (are) an enrolled member(s) of the Tribe with which you're establishing descendant status.
- Evidence of either a parent's or grandparent's 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 reasons 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.

The Application Review Committee consists of professionals from Native communities throughout the United States.

- Applicants must score a **minimum of 70** to be considered
- The applicants within each scholarship discipline are then ranked based on their score and graduation date.
- Projected graduation dates take precedence in identifying applicants for selection for an award.

**It is important to include your correct graduation date on the application. Incorrect or inaccurate graduation dates can negatively affect an applicant's acceptance.**

# Scholarship Details

## Preparatory and Pre-Graduate Scholarship

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.

### Preparatory and Pre-Graduate Degree Programs 2025-2026 (subject to change)

Scholarship 103 Programs	Degree Programs	American Indian/Alaska Native *	Service Commitment
Preparatory  **-leading to a Bachelor of Science degree	Pre-Nursing** -Sophomore level -Prerequisite courses leading to a Bachelor of Science degree in Nursing  Pre-Pharmacy**  Pre-Physical Therapy**  Pre-Physician Assistant**  Post –Baccalaureate-Medical/Dental	Descendants and members of federally or state-recognized Tribes are eligible.	None
Pre-Graduate	Pre-Medicine -leading to a Bachelor of Science degree  Pre-Dentistry -leading to a Bachelor of Science degree	Descendants and members of federally or state-recognized Tribes are eligible.	None

## Specific Eligibility Requirements

To qualify for a Preparatory or Pre-Graduate scholarship, applicants must also meet specific eligibility requirements by the start of the academic year for which the scholarship is awarded:

- 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 \(IHS-817\)](#) for that academic year documenting that you’re committed to continuing your education in your identified health profession degree program.

## Financial Support for Preparatory and Pre-Graduate

IHS pays Preparatory and Pre-Graduate scholarship financial support for up to a 10-month period from August 1 through May 31 of the next academic year. However, recipients who graduate/complete required preparatory courses before May receive their monthly stipend only through the month of graduation or completion.

A Preparatory scholarship recipient will receive financial support for up to two years of academic work, while a Pre-Graduate scholarship recipient will receive financial support for up to four years of academic work. This support covers tuition, required fees and other educational and living expenses outlined in the [Scholarship Financial Support](#) section.

## Maintaining Eligibility:

You must meet the following standards to maintain your eligibility as a scholarship recipient:

- Maintain enrollment status and be in good academic standing, with a minimum GPA of 2.0.
- Be enrolled as a full-time or part-time student for each academic term, per your school's degree program policies.
- Maintain the required hours to meet the graduation or completion of training date as agreed to in your application.
- Submit recipient documentation per IHS scholarship program policies.

**Scholarship recipients must apply annually to extend their IHS scholarship.** In addition to submitting your scholarship extension application, you must be recommended for an extension by the Director of IHS' Division of Health Professions Support (DHPS) based on your academic record, capability of graduating and likelihood of being accepted into a health profession degree program.

## Health Professions Scholarship

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.

### Health Professions Degree Programs 2025- 2026 (subject to change)

Scholarship 104 Program	Degree Programs	American Indian/Alaska Native*	Service Commitment
Health Professions  Associate, Bachelor, Master, and Doctoral Programs	<p>Must be enrolled in the program by August 1, 2025.</p> <p>Associate Degree Programs -Nursing (accredited ADN program leading to NCLEX entry) -Dental Therapy (must be CODA accredited) -Diagnostic Radiology</p> <p>Bachelor Degree Programs -Nursing -Dental Hygiene -Environmental Health -Engineering (Civil or Environmental – Accreditation Board for Engineering and Technology)</p> <p>Master Degree Programs -Nurse Midwife -Social Work (LCSW) -Occupational Therapy -Dental Therapy (must be CODA accredited)</p> <p>Doctoral Degree Programs -Clinical Psychology -Dentistry -Nurse Anesthetist -Nurse Practitioner (DNP) -Optometry</p>	<p>Members of federally recognized Tribes are eligible.</p> <p>*Upon request, you must submit American Indian/Alaska Native documentation.</p>	<p>Minimum two years of service commitment in an IHSSP-approved position at an IHSSP-approved site. One year of service per year of support for scholarship received, thereafter.</p> <p>Please note that some jobs may be limited to certain geographic areas within the Indian Health Service. For questions about potential service obligation sites, please contact <a href="mailto:ihscruiters@ihs.gov">ihscruiters@ihs.gov</a>.</p>

**\*There may be required postgraduate clinical training for state licensure**

### Eligibility Requirements

To qualify for a Health Professions scholarship, applicants must also meet specific eligibility requirements by the start of the academic year for which the scholarship is awarded:

- Have a minimum GPA of 2.0.
- Capable of completing a health profession degree program.
- Committed to serving Indian people as a health professional in your chosen specialty.
- Be willing to sign an [Indian Health Service Scholarship Program Contract \(IHS-818\)](#) for that academic year 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 Support for Health Professions

IHS pays Health Professions scholarship recipient financial support for up to a 12-month period from August 1 through July 31 of the next academic year. Recipients who graduate before May will receive a monthly stipend for an additional two months after their month of graduation.

A Health Professions scholarship recipient will receive financial support for up to four years of full-time or part-time academic work. This support covers tuition, required fees and other educational and living expenses outlined in the Scholarship Financial Support section.

### Maintaining Eligibility

You must meet the following standards to maintain your eligibility as a scholarship recipient:

- Maintain good academic standing according to your school's degree program policies.
- Maintain as a full-time or part-time student for each academic term, per your school's degree program policies.
- Maintain your enrollment status throughout the academic year.
- Submit a letter from the institution's academic advisor or school official 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 IHS scholarship program policies.

**Scholarship recipients must apply annually to extend their scholarship support.** Scholarship extensions are not guaranteed. In addition to your extension application, you must be recommended for an extension by the DHPS Director based on your academic record, capability of graduating, 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 \(IHS-818\)](#) for that academic year 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 submitting to the IHS Scholarship Program office.

# General Financial Support Information

## Approved Course Work and 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 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 received from IHS. 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 degree plan you submit as part of your online application can result in the loss of your financial support.

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.

## Unapproved Course Work

Academic work not required for your approved degree program **is not covered** under your financial support package. This includes:

- 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 track unrelated to the core health curriculum, such as business administration)
- Courses that must be repeated due to poor academic performance. IHS will assist with paying for these courses only if they are taken during summer school
- Courses unrelated to your approved degree program
- Audit courses

## Summer School

**Summer Courses must be requested annually and no later than April 22.**

All scholarship recipients are eligible to apply for financial assistance for summer school. Recipients are required to submit a [Summer School Request \(IHS-856-21\)](#) form and documentation of summer school tuition and fees detailing the courses in which they will enroll.

IHS will distribute a new award letter notifying you of the IHS Scholarship 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 submit an invoice to IHS to provide an official record of your 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 may enroll in as many credit hours as you choose, but you must pay costs beyond the amount 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 specified by program policies. No additional funds are available for books or other miscellaneous expenses.

### **Monthly Stipend**

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 \$1,646 per month (minus taxes, if applicable), deposited at the end of each month by direct deposit from the US Treasury Department. Stipends are prorated for part-time students. The IHS Scholarship Program will send an award letter specifying the total dollar amount of the stipend upon approval of your scholarship. Summer school recipients will receive a monthly stipend.

### **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.

### **Educational Expenses and Other Related Costs (ORC)**

IHS will pay for the following items:

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

The following items are included as a part of your ORC payment:

- Tutorial services — IHS will include \$400 (full time) or \$200 (part time) to assist with tutorial services or licensure/board certification preparatory classes.



- Travel expenses — \$300 to offset travel expenses to and from school for the year.
- Post office box rental — \$35 to offset the expense for a post office box rental.

### **Additional Costs (Not Covered)**

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

- School bookstore invoices — including non-required books and supplies.
- Dental/medical equipment rented
- Desktop or laptop computers (purchased, leased or rented).
- Health insurance — The educational institution will accept documentation from your Tribe or IHS facility that you are eligible for health care and/or contract health care through an Indian health program. If you find that the location of Indian health care services is inconvenient, you will be responsible for a separate health insurance policy (group or individual) while in school.
- Other types of insurance — Disability, Needle stick, etc.
- Additional travel expenses incurred over the \$300 allowed.
- Certification and licensure examination fees.
- Membership dues for student societies, associations and similar expenses.
- Uniforms (for example, military uniforms, school-required scrubs).
- School terms prior to the scholarship award period.
- Credit card debt.
- Parking fines.

The IHS Scholarship Program will not pay bank-imposed penalties for returned checks. Confirm that you have received your stipend before incurring any costs that you cannot cover.

### **Taxes**

IHS scholarship stipends are subject to federal income tax and possibly state and local taxes.

IHS withholds federal income taxes based on the details you provided on your Form W-4. Please contact the IRS or a tax professional to inquire about any other tax liabilities, specifically state and local taxes, associated with your financial support package.

### **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 to avoid unlawful duplication of federal funding. We encourage applicants to pursue other funding options; however, your school must list on its invoice all scholarship, grants and fee waivers that you have accepted from other sources. The IHS Scholarship Program will deduct other sources of financial support from the school invoice charges for tuition and fees before approving final payment. Student loans (federal or commercial) are not included in this policy since the

student will repay the loans after their graduation. The IHS is not responsible for student loans obtained by the student. It is the responsibility of the student to ensure the invoice submitted to the IHS is accurate. Scholarships specifically designated to cover funds NOT covered by IHS does not go to the school and can be issued to the student.

#### Scholarships Carrying a Service Commitment

If you are currently receiving scholarship funds or have a service commitment from any federal or state program, such as the National Health Service Corps (NHSC) Scholarship Program (Section 751 of the Public Health Service Act) or the HRSA NURSE Corps, 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 benefit from the US Department of Veteran Affairs (GI Bill) along with IHS scholarship funds since VA benefit were earned by prior active duty in a uniformed service.

# Application Instructions

## How to Apply (NEW APPLICANTS)

The IHS Scholarship Program application 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.

The online application, as well as any required supporting documentation (official transcripts and evaluations), must be completed and sent electronically **no later than February 28 at 7:00 PM EST.**

## Supporting Documentation

In addition to submitting your online application form, you must provide the following documentation in support of your application:

- Official Transcripts: Transcripts must be uploaded from the last college/university degree you earned and from your most recent transcript or current degree program. Transcript(s) must support your intended enrollment classification status.
- Employer/Faculty Evaluations: As a part of a completed application, two Employer/Faculty evaluations are required. This will be done electronically through the online application. Please see employer/faculty evaluation criteria below.

Selected applicants in each degree program will be reviewed for a potential award offer. Selected applicants will be notified to submit the following additional documents to complete the selection process within 30 days upon notification.

- Letter of Acceptance: You are required to provide documentation that you have applied to or have been accepted into an eligible Preparatory or Pre-Graduate scholarship degree program or a health profession program eligible for a Health Professions scholarship. The school may have provided this documentation in an email or letter.
- Documentation of American Indian Tribal or Alaska Native Village Membership. Please see details in **Documentation of American Indian Tribal or Alaska Native Village Membership** below.
- Curriculum for Major/Degree Plan of Study: This document can be found in your degree program catalog and provides an outline of the courses required for your major from the first year through your graduation.
- [Declaration of Federal Employment-OMB Form 3206-0162](#)
- [Addendum of 306 Form-OMB Form 0917-0028](#)

**Contact 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 caused 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.

# STEP By STEP

## **Apply Now**

You can access the IHS Scholarship Program application through the [IHS Scholarship 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 begin the application process. You will be asked to answer questions to determine your eligibility to receive an IHS scholarship:

1. Choose your US citizenship or national status.
2. Confirm your status as a Tribal member or descendant and choose the name of your Tribe or Native village.
3. Confirm whether your cumulative grade point average (GPA) is a 2.0 or above.
4. State whether you’ve been convicted of a felony.

Based on your responses, the system will determine your eligibility and, if eligible, for which scholarship you are eligible to apply.

If you agree that you want to continue, you will be asked 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 will be sent to your email address to verify your account. You will need to open the email and click the verification link to confirm that the email address is correct before you continue with the application process.

## Instructions

You must verify on the Instructions page that you understand the application process, documentation requirements and are aware of the application deadline to proceed with the application.

## Profile

The Profile page will provide the IHS Scholarship Program office with your contact information should the 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.

Provide emergency contact information: The name, address and phone number of a relative or friend through whom we can reach you.

You will also be prompted to select an IHS Area office that supports your Tribe. The Area Scholarship Coordinator assigned to that office can be used as a resource throughout the application process, aiding with any questions you may have regarding the completion of your application or supporting documentation.

### Degree Program

Identify your degree program, your grade level for the next academic year and your anticipated graduation date. **PLEASE MAKE SURE THESE ARE ACCURATE IN YOUR APPLICATION.**

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 your graduation date should be the date you anticipate completing requirements for the Preparatory scholarship.

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

### College/University Information

This section 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) for academic year.

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

\* If you are currently applying to more than one school, 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. Supporting documentation should be included for this school only. **All other schools to which you have applied should be listed in the last question in this section. Include all schools that you will consider attending, regardless of whether you think you will be accepted.** If approved for a scholarship award, your award will be rescinded if you choose to attend a school not approved by the IHS Scholarship program.

### Education Background

This section requires information about previous schools you’ve attended.

#### **College Students**

If the college/university information that you provided in College/University Information is the only school you have attended, click “next” to move on to Course Curriculum Verification. 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 the next part of the application.

#### **High School Students**

High school seniors and high school graduates without college experience are not eligible to apply for a scholarship.

### Course Curriculum Verification

You are required to list the courses in which you have enrolled or plan to enroll for every academic term (semester, quarter, trimester, etc.) during the school year beginning with fall. Include the course number, credit hours, course title and number of credit hours for each term. If your school does not assign credit hours, please indicate 0 (zero) in the credit hours column.

Even if you have not yet registered or courses have not been assigned, you must complete this section with a list of courses you plan to take, based on your degree program's plan of study. If you are awarded a scholarship, your list of projected courses will be compared against the Recipient's.

[\*Initial Program Progress Report\*](#), which you will submit within 30 days of the beginning of each academic term, is used to verify the courses you are taking to graduate on time from your designated degree program.

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

### Faculty/Employer Evaluation

Provide contact information for two evaluators who will receive a system-generated email.

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.

These evaluations are worth 30 points of your score. The IHS Scholarship Program office recommends that you select evaluators who hold a position with direct knowledge of your academic achievements (for example, professor, college department head, etc.). While evaluations from employers, friends, coworkers, etc., are accepted, they are not weighted as heavily as others.

The IHS Scholarship Program office recommends that you contact your chosen evaluators in advance 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 evaluators immediately upon your submission of their contact information. You should follow up with your evaluators to confirm that they received the email. If it is not in their inbox, ask that they check their computer's Junk mail or Spam folder.

### Delinquent Federal Debt

This step provides you an opportunity to identify whether you are past due on any scheduled payments of federal debt you have incurred. Federal debt includes federal income taxes, guaranteed or direct student loans, FHA 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.

Answer "YES" or "NO" to the question: "Are you delinquent on the repayment of any federal debt(s)?"

If you answer "NO" you can continue to the next step of the application.

If you answer “YES” you must include the name of the federal agency to which the debt is owed, the type of debt (such as student loan or HUD mortgage), the name and phone number of a contact person handling your debt and the account number for every account for which you are delinquent. Click “Add Account” to document additional types of delinquent federal debt under your name.

Additionally, you may be required to provide a notarized Power of Attorney document (in some cases, the federal agency may require you to use its own Power of Attorney document) authorizing the release of information to the IHS Division of Grants Management to inquire about your debt. This document must be submitted as part of your supporting documentation. IHS will not consider your application if you do not include this authorization. Contact the IHS Division of Grants Management if you have questions regarding this requirement.

### Narrative Statements

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

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

### **HELPFUL HINTS**

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

- Scholarships are not awarded for financial hardship. When explaining why you are requesting a scholarship, do not indicate that you are interested because you need financial assistance.
- A prerequisite for 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 about how you plan to give back to the community.
- Include any information about your participation or achievements in a health-related field.
- Provide insight into what motivates you to pursue a health care career.
- Before you start writing, make a list of all the points you want to include in your statements (see above). After writing a first draft, check to make sure you addressed every point.

### **Confirmation of Information**

Review your application before submitting the online portion.

Required information that is missing is noted with a red asterisk. Use the navigation bar or the “Previous” button to return to the areas of your application that are incomplete.

Once you have verified that your information is accurate and your application is ready to be submitted, click “Next” to continue to Submit Application.

### **Submit Application**

You must complete this step to officially submit your application through the online system. The system will ask you to confirm that you completed the application and that the information you provided is accurate. Your confirmation will also serve as your electronic signature.

If you need to make changes to your application prior to the deadline, please contact the IHS Scholarship Program office to have your application unlocked. After making any changes, you will need to resubmit your application.

#### Next Steps

Once your application is submitted, the online system will prompt you to print a copy of the application and Application Checklist, as well as the system-generated confirmation page, to keep for your files.

**Please do not mail a copy of your application, checklist, or supporting documents to the IHS Scholarship Program.**

## SUPPORTING DOCUMENTATION

Use your Application Checklist for assistance with uploading all required supporting documentation. **Supporting documents must be uploaded.**

#### **FOR ALL APPLICANTS**

##### Official College/University Transcripts

- You must submit an **official transcript** for every college/university listed on your Application Checklist. Official transcripts must be uploaded with your application.

#### **FOR APPLICANTS SELECTED FOR AN IHS SCHOLARSHIP**

Selected applicants will be notified to submit the following additional documents to complete the selection process within 30 days upon notification.

- Letter of Acceptance: You are required to provide documentation that you have applied to or have been accepted into an eligible Preparatory or Pre-Graduate scholarship degree program or a health profession program eligible for a Health Professions scholarship. The school may have provided this documentation in an email or letter.
- Documentation of American Indian Tribal or Alaska Native Village Membership
- Curriculum for Major/Degree Plan of Study: This document can be found in your degree program catalog and provides an outline of the courses required for your major from the first year through your graduation.
- [Declaration of Federal Employment-OMB Form 3206-0162](#)
- [Addendum of 306 Form-OMB Form 0917-0028](#)

#### **Documentation of American Indian Tribal or Alaska Native Village Membership:**

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 required documentation to verify your membership status with a federally recognized Tribe or Alaska Native village.



\* 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 office if you need assistance.

### State-Recognized/Terminated Tribes

#### Tribal Members

If you are a member of a state-recognized Tribe or a Tribe terminated since 1940, you must provide office documentation that you meet the requirements of Tribal membership as prescribed by the charter, articles of incorporation or other legal instrument of the Tribe. You must also provide evidence of office Tribal designation via signed documentation by an authorized Tribal office 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.

#### Descendants

Descendants of federally 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 descendant 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 or your local Tribal official if you need assistance.

#### **Curriculum for Major/Degree Plan of Study**

You are required to submit your degree plan of study support of the classes listed on the Course Curriculum Verification section you completed as part of your online application. This document can be found in your school's degree program catalog and provides an outline of the courses required for your major from the first year through your graduation.

The program will compare the degree plan of study against the courses you identified on the Course Curriculum Verification section to determine if you identified the type of courses required to complete your degree and graduate by the date you identified.

Preparatory and Pre-Graduate scholarship applicants must document that your degree plan of study will lead to acceptance into a corresponding Health Professions scholarship degree program (for example, a pre-dentistry curriculum will result in acceptance to dental school).

#### **Letter of Acceptance/Proof of Application**

You may be required to upload a letter of acceptance or proof of application as part of your supporting documentation. If you are already admitted or are attending school, upload 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 may be required to upload 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 stating that your application for admission has been received. The letter must include the date you will receive formal acceptance (if accepted). The program must receive your official letter of acceptance no later than May 31.

# Contact Information

## 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 Program Analysts. 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.

[Analysts contact information](#)

## Area Scholarship Coordinators

The Indian Health Service is composed of 12 Area offices, each with an office that can provide Scholarship program assistance.