



January 2018

RE: Instruction Letter for the Application Year 2018-2019

Dear Applicant,

Thank you for your interest in applying to the Native Hawaiian Health Scholarship/Papa Ola Lōkahi Program for the academic year 2018-2019.

Please review the 2018-2019 Application Program Guidance (APG) and 2018-2019 Application and Process Instructions carefully before you submit your application. All completed applications are to be submitted via e-mail to adminassist@nhhsp.org; no paper applications will be available or accepted. Please note that the deadline to submit your application and complete the interview is **April 30, 2018**.

In order to apply for a Native Hawaiian Health Scholarship (NHHSP) award, **you MUST meet the following to be eligible:**

- (1) Provide the Native Hawaiian Scholarship Program with documents as evidence of your Native Hawaiian ancestry, in accordance with the Native Hawaiian Care Improvement Act, 42 U.S.C. 11709 and 11711 (3), applicants to the Native Hawaiian Health Scholarship Program (NHHSP) are to "Be of Native Hawaiian ancestry" and are required to provide NHHSP "... with evidence of genealogical records, Kupuna and Kama`aina verification or birth records of the State of Hawai`i."
- (2) Relocate to any island after your education and required licensure, to complete the mandatory service obligation component of the award
- (3) Free of other federal service obligation(s) to be completed in the future.
Applicants, except military reservists, who are already obligated to a Federal, State or other entity for professional practice or service after academic training are not eligible for Scholarship Program awards. An exception may be made if the obligating entity provides documentation that there is no potential conflict in fulfilling the service commitment to the Scholarship Program and that the Scholarship Program service commitment will be performed first.
- (4) Accepted or currently enrolled as a full-time student in a fully accredited health professions program beginning no later than September 30, 2018.

Should you meet the above eligibility, please complete the application packet and return as indicated in the instructions.

Upon receipt and review of application materials, eligible applicants will be contacted by telephone for a scholarship interview.

Should you have any questions and/comments please feel free to email us at adminassist@nhhsp.org or call the office at the phone number listed below.

Our office hours are from 8:00 a.m. to 4:30 p.m. Monday to Friday. We are closed on State and Federal holidays. You may leave a voice mail if you find it necessary to call after hours. Your voice mail will be answered on the next business day.

Mahalo,

Native Hawaiian Health Scholarship Program at Papa Ola Lōkahi
894 Queen Street
Honolulu, HI 96813
(808) 597-6550 (office) ext. 203



NHHSP 2018-2019 Application Process & Instructions

Online Application Opens: January 2018

www.nhhsp.org

Closes: April 30, 2018, 11:59pm HST

The NHHSP Application Process includes the following Steps:

(I) Download from www.nhhsp.org

1. NHHSP 2018-2019 Application & Program Guidance (APG)
2. NHHSP Letter and Application Process and Instructions
3. NHHSP Application Packet A – Applicant Instruction & Forms
4. NHHSP Application Packet B – Evaluator Instruction & Forms

(II) Prepare Information for the Application:

Gather all of the required information you will need to submit your NHHSP Application as indicated below:

1. A mailing address, last 4 digits of the applicant's Social Security Number, the applicant's home island, phone number, eMail address, and other contact information (all information requested here must be valid through September 30, 2018).
2. The name of the PROGRAM*** you are attending or applying to, and the specific name of the UNIVERSITY and CAMPUS, if applicable (e.g. University of Hawai'i School of Nursing and Dental Hygiene at Manoa). Applicants who are applying to multiple Universities will list their top 3 choices.
3. The address for the Program/University(s).
4. The name and phone number of a Contact Person/Advisor at the Program/ University(s).
5. If you are applying for an NHHSP award while also applying for your program of study, you must submit proof of your college/program acceptance, and begin instruction/ classes/ coursework no later than September 30, 2018. YOU ARE NOT ELIGIBLE FOR AN AWARD if you are scheduled to begin your program of study any time after September 30, 2018.
6. Transcripts from all colleges/university attended.
7. The timeline associated with the curriculum of the proposed Program (i.e. Program start and graduation dates based on an official course curriculum and schedule).

***list of eligible programs as stated in the Annual Program Guidance and as the end of this document

(III) **Applicant Packet A Instructions**

Complete NHHSP Application. Follow the instructions and complete the following:

1. **FORMS COMPLETION** - Complete the application forms – read through each document and follow the instructions carefully:

- Provide a headshot
- Form 1: Demographic Information
- Form 2: University/College Verification form submit via email to adminassist@nhhsp.org
- Form A: Memorandum Regarding Conflicting Federal Service Obligations
- Form B: Certification Regarding Debarment, Suspension, and Disqualification
- Form C: Delinquent Federal Debt
- Form D: Authorization to Release Information
- Form E: Program Course Curriculum
- Essay Responses to the NHHSP Questions no more than 300 words per question
- Resume or Curriculum Vitae (no more than 2 pages)

***** Please submit Packet A forms in its entirety with subject heading NAME (first name last name) – NHHSP 2018-2019 Application to adminassist@nhhsp.org *****

2. **OTHER REQUIRED DOCUMENTS:** There are additional instructions on specific documents that require the applicant to **SUBMIT EITHER by MAIL OR eMAIL:**

- **Proof of Hawaiian Ancestry** (i.e., applicant's embossed seal birth certificate) must be **MAILED** and received by NHHSP no later the deadline of **April 30, 2018:**

Mail Proof of Hawaiian Ancestry to:

NHHSP – Attn: Admin. Assistant
894 Queen Street
Honolulu, Hawai'i 96813

- **All Past and Current Official College Transcripts** of the applicant must be requested by the applicant with each institution and **MAILED** or **eMAILED** by the college directly to NHHSP by **April 30, 2018.**

Have the college Mail or eMail college transcripts to:

NHHSP – Attn: Admin. Assistant,
894 Queen Street
Honolulu, Hawai'i 96813

eMAIL: NHHSP – Attn: Admin. Assistant - adminassist@nhhsp.org

- **College Letter of Acceptance/Proof of Application:** If you plan to begin your program in the Fall of 2018 (but no later than September 30, 2018) and are awaiting your acceptance letter, then you must submit any and all correspondence from your college regarding your application (e.g. letters of conditional acceptance pending the completion of a prerequisite course, etc.). **The deadline to submit your College Letter of Acceptance to NHHSP is May 1, 2018 at 11:59pm HST.**

Applicant Packet B Instructions

1. **Evaluations** (a) College **ACADEMIC Faculty/Advisor Evaluation (mandatory)**; and either (b) **an EMPLOYER Evaluation** or (c) **a COMMUNITY RESOURCE/Personal Reference Evaluation Form** must be requested by the applicant. Each evaluator must complete and submit the form on behalf of the applicant no later than **April 30, 2018 @ 11:59pm**. Evaluations can be sent via email to adminassist@nhhsp.org or via mail to:

NHHSP – Attn: Admin. Assistant,
894 Queen Street
Honolulu, Hawai`i 96813

Note: A MINIMUM OF TWO EVALUATIONS MUST BE SUBMITTED TO NHHSP; The **College Academic Faculty/Advisor Evaluation is mandatory**. The second evaluation may be the **Employer Evaluation** or the **Community Resource/Personal Reference Evaluation** (IF unemployed).

(IV) Submit application

1. Submit your completed application packet A forms with **subject heading NAME (first name last name) – NHHSP 2018-2019 Application** to adminassist@nhhsp.org
2. If submitting your letter of acceptance, include it with the packet A forms.
3. Packet A should be sent in its entirety to NHHSP.
4. Other documents such as birth certificate which must be an original must be sent to NHHSP. The official transcript can be sent via mail directly from the school or via email from the school.

(V) Schedule Interview

1. Upon receipt of all application materials, an interview will be scheduled with eligible applicants.
2. Interviews are mandatory and are conducted in person at our office located at 894 Queen Street. Non-Oahu applicants will be interviewed via Skype or phone call.
3. All interviews must be completed by **April 30, 2018**

IMPORTANT NOTE: Attached you will find a **CHECKLIST** of the required documents to assist you with your submissions to NHHSP.

*****List of Eligible Programs:**

1. Clinical Psychology (Ph.D or PsyD):
2. Dentistry (D.D.S or D.M.D.):
3. Dental Hygiene (B.S.D.H. or A.S.D.H.):
4. Dietetics/Nutrition (M.S.D.D.):
5. Marriage Family Therapy (M.F.T.):
6. Nursing, Nurse-Midwifery and Nurse Practitioners (DNP, A.D.N., B.S.N., M.S.N., N.M. or N.P.):
7. Optometry (O.D.):
8. Pharmacy (PharmD.):
9. Physician (M.D. or D.O.):
10. Physician Assistant (M.S.P.A.):
11. Public Health (Dr.P.H. or M.P.H.):
12. Social Work (M.S.W.):

APPLICATION PROCESS, CHECKLIST, DOCUMENTS & FORMS:

**Date
Completed:**

Part I: Download the 2018-2019 APG, application instructions, and application packet

Part II: Prepare Information for the Application

Part III: Complete Application packet

Part IV: Submit application with **subject heading NAME (first name last name) – 2018-2019** Application to adminassist@nhhsp.org

Part V: Schedule interview

Prepare and submit the following application documents (Packet A) via mail:

Proof & Documentation by Applicant of Native Hawaiian Ancestry

Official University/College Transcripts

College Letter of Acceptance

Complete and submit the following application documents via email adminassist@nhhsp.org:

Headshot

Form 1: Applicant Demographics

Form 2: University/College Verification

Form A: Memorandum: No Conflicting Service Obligations

Form B: Certification Regarding Debarment, Suspension

Form C: Certification Regarding Federal Debt

Form D: Authorization to Release Information

Form E: Program Course Curriculum

Essay: Applicant Narrative Statements

Applicant Resume / CV (no more than 2 pages)

Request the following application documents (Packet B) via email or hardcopy:

Academic Faculty/Advisor Evaluation (mandatory)

Employer Evaluation (preferred)

Community/Personal Evaluation

All required original hardcopy documents must be postmarked and no later than April 30,

2018

NHHSP – Attn: Admin. Assistant,
894 Queen Street
Honolulu, Hawai'i 96813