



NHHSP 2019-2020 Application Process & Instructions

Online Application Opens: January 15, 2019

www.nhhsp.org

Closes: March 1, 2019 11:59pm HST

The NHHSP Application Process includes the following Steps:

(I) Read the following from www.nhhsp.org/resources

1. NHHSP 2019-2020 Application & Program Guidance (APG)
2. NHHSP Letter and Application Process and Instructions
3. NHHSP Applicant Forms

(II) Prepare Information for the Application:

Gather all 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, 2019).
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 mailing 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, 2019. YOU ARE NOT ELIGIBLE FOR AN AWARD if you are scheduled to begin your program of study any time after September 30, 2019.
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) **NHHSP Applicant Forms**

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

1. **Google Form** – Complete the applicant profile in Google Forms (note that a Google email address account (*username@gmail.com*) account is needed to access Google Forms)

FORMS COMPLETION - Complete the application forms and upload to the respective areas in the google form – read through each document and follow the instructions carefully:

- Provide a headshot
- Form A: Authorization to Release Information
- Form B: Program Course Curriculum
- Form C: Applicant Resume/CV (no more than 2 pages)
- Form D: NHHSP Applicant Personal Statement (no longer than 2000 words)
- Form E: College Letter of Acceptance/Proof of Application: If you plan to begin your program in the Fall of 2019 (but no later than September 30, 2019) 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, 2019 at 11:59pm HST.**

***** ALL Uploaded documents must be labeled as follows LAST NAME_FIRST INITIAL_FORM (A-E)**

(ex. "SMITH_J_FORM_A") ***

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 **March 1, 2019:**

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 **March 1, 2019.**

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

NHHSP Applicant Letters of Recommendation Instruction

1. **Letters of Recommendation** - Two letters of recommendation are required for your application. It is the applicant's responsibility to ensure that your letters of recommendation are completed and returned by the due date.
 - a. Letter from an Academic Faculty or Advisor is mandatory. This letter should speak to your academic progress and commitment to your chosen profession.
 - b. If you are employed, the second letter of recommendation must come from your employer. A second letter of recommendation addressing your work ethics and behavior is required from your employer. If you are not employed, then the letter of recommendation may come from a community organization which you volunteered for.

Letters of Recommendation are due no later than **March 1, 2019 @ 11:59pm**. Letters of Recommendation can be sent via email to adminassist@nhhsp.org or via mail to:

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

(IV) Submit application

(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 15, 2019**

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

APPLICATION PROCESS, CHECKLIST, DOCUMENTS & FORMS:

**Date
Completed:**

Part I: Download the 2019-2020 APG, application instructions, and applicant forms

Part II: Prepare Information for the Application

Part III: Complete Application packet

Part IV: Submit application via google forms

Part V: Schedule interview

Prepare and submit the following applicant forms via google forms:

Headshot

Form A: Authorization to Release Information

Form B: Program Course Curriculum

Form C: Applicant Resume / CV (no more than 2 pages)

Form D: Personal Statement (no more than 2000 words)

Form E: College Letter of Acceptance

Complete and submit the following application documents per instructions:

Proof & Documentation by Applicant of Native Hawaiian Ancestry

Official University/College Transcripts

Request Letters of Recommendations with direct submission to NHHSP:

Academic Faculty/Advisor Evaluation (mandatory)

Employer Letter of Recommendation (preferred)

Community Organization Letter of Recommendation

All required original hardcopy documents must be postmarked and no later than March 1, 2019

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894 Queen Street
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