



NHHSP 2017-2018 Application Process & Instructions

Online Application Opens: December 1, 2016

www.nhhsp.org

Closes: March 1, 2017, 11:59pm HST

The NHHSP Application Process includes the following Steps:

(I) Preparing for Online Application:

Download and review the NHHSP 2017-2018 Application & Program Guidance (APG) and gather all of the required information you will need to file your NHHSP Online Application as indicated below:

Besides basic identifying information, the applicant will need to gather the following and have them available while online to complete the Application:

- The name of the PROGRAM you are attending or applying to, and the specific name of the UNIVERSITY and CAMPUS (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.
- The address for the Program/University(s).
- The name and phone number of a Contact Person/Advisor at the Program/ University(s).
- 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, 2017. **YOU ARE NOT ELIGIBLE FOR AN AWARD** if you are scheduled to begin your program of study any time after September 30, 2017
- The cumulative GPA on the most recent college transcripts. (Do not include high school GPA).
- 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).
- A mailing address; last 4 digits of the applicant's Social Security Number, applicant's home island; area code & phone number; eMail address; and other contact information (all information requested here must be valid through September 30, 2017).

(II) Online NHHSP Application Portal Registration, Eligibility Screening, Applicant Profile and Downloadable Application Forms & Instructions:

The applicant will logon to <http://www.nhhsp.org>, then select the **APPLY** tab to **create a username & password** (**your eMail address is required** for use as **your username**, and will remain current throughout the entire application process). Follow the online instructions and complete the following:

- 1) **Eligibility Screening** – Answer all program eligibility questions as instructed;
- 2) **Applicant Profile** - Answer all profile questions as instructed;
- 3) Download all **Application Forms & Instructions** – Follow the instructions carefully.

The following documents will be submitted by MAIL OR eMAIL:

- 1) **Proof of Hawaiian Ancestry**. The applicants' **original seal-embossed certificate of birth** will be **POSTMARKED** and **MAILED** to NHHSP **no later than March 1, 2017** to:
NHHSP Operations Coordinator, 894 Queen Street, Honolulu, Hawai'i 96813
- 2) **All Past and Current Official College Transcripts** requested by the applicant, will be mailed **directly** to: NHHSP Operations Coordinator, 894 Queen Street, Honolulu, Hawai'i 96813, or emailed to adminassist@nhhs.org **by the respective college, no later than March 1, 2017**

- 3) **College Acceptance Letter/ Proof of Application:** If you plan to begin your program in the Fall of 2017 (but no later than September 30, 2017), and awaiting your acceptance letter, then you must submit 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 is May 1, 2017 at 11:59pm HST.**
- 4) **Verification of Disadvantaged Background: FASFA Student Aid Report (SAR) on Expected Family Contribution (EFC)** must be requested by the applicant and eMailed to NHHSP by **March 1, 2017 11:59pm HST** adminassist@nhhsp.org.
- 5) **(a.) College Academic Faculty/Advisor Evaluation Form (mandatory); and either (b.) EMPLOYER Evaluation Form or (c.) COMMUNITY RESOURCE/Personal Reference Evaluation Form** will be **completed by the designated evaluator who will either MAIL or eMAIL the completed forms directly to NHHSP no later than March 1, 2017 @ 11:59pm.**

NHHSP Operations Coordinator
894 Queen Street, Honolulu, Hawai`i 96813
or to adminassist@nhhsp.org

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

To submit your application forms and documents, logon to <http://www.nhhsp.org> with the user name (your eMail address) and password you created and follow the instructions.

Submit the following completed documentation through the appropriate portal:

- Applicant Resume or Curriculum Vitae
- Applicant Narrative Statements in Response to the NHHSP Questions
- *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

NHHSP will contact you to schedule an interview,

U.S. Department of Health and Human Services
 HEALTH RESOURCES & SERVICES ADMINISTRATION
 PAPA OLA LOKAHI



**Title 42 Chapter 122 Section 11709– Native Hawaiian Health Scholarship Program
 NHHSP 2017-2018 Application Process Checklist**

APPLICANT'S NAME	CONTACT NUMBER	eMAIL ADDRESS
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APPLICATION PROCESS, CHECKLIST, DOCUMENTS & FORMS:

Date Completed:

Part I: Download & Review the 2017-2018 APG

Print Application Document Checklist

Part II: Prepare Information for Online Application

Part III: Apply at www.nhhsp.org

Complete and Submit the following Application Documents:

Packet A

Proof of Native Hawaiian Ancestry

College Transcripts

College Letter of Acceptance

FAFSA Student Aid Report

Packet B

#1: Academic Faculty / Advisor Evaluation Form

(sent to Evaluator on:)

#2: Employer Evaluation Form

(sent to Evaluator on:)

#3: Community/Personal Evaluation Form

(sent to Evaluator on:)

Section C

Applicant Resume / Curriculum Vitae

NHHSP Questionnaire & Applicant Narrative Statements (ESSAY)

Form A - Memorandum RE: Federal 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

All required original hardcopy documents **will be postmarked and mailed**
no later than March 1, 2017 to:

NHHSP Operations Coordinator
 894 Queen Street,
 Honolulu, Hawaii 96813