



**National Health Service Corps
Students to Service Loan Repayment Program
Preceptor Letter of Recommendation -
Instructions**

This letter may be from a primary care preceptor or another individual who has worked with the applicant in a primary care setting and can discuss the applicant's interest and commitment to a career in primary care and service to underserved populations and communities.

All recommendations must be submitted by the recommender through the application portal. To complete and submit the letter of recommendation, please click on the link you received via email and submit the recommendation. **The letter must have a handwritten signature and/or be on letterhead from the preceptor's organization/institution and include the following:**

- 1) Applicant's first, middle initial and last name;
- 2) Last four digits of the applicant's Social Security Number (if known);
- 3) Applicant's anticipated specialty;
- 4) Recommender's Name (printed) and Title;
- 5) Recommender's Address (unless already on letterhead);
- 6) Handwritten Signature;
- 7) A description of the preceptor's relationship to the applicant and length of applicant's rotation; and
- 8) A discussion of the following items:
 - a. The preceptor's experience with the applicant during the rotation;
 - b. The applicant's ability to work and communicate effectively with patients and colleagues;
 - c. An assessment of the applicant's particular characteristics, interests, and motivations to serve populations in underserved communities; and
 - d. An assessment of the applicant's work experiences, course work, special projects, research, or other activities that demonstrate an interest in and commitment to serving underserved populations and communities.