



## National Health Service Corps Students to Service Loan Repayment Program Additional Letter of Recommendation - Instructions

This letter should be from individuals who are familiar with the applicant and his/her academic, professional, community, and/or civic activities, particularly those related to primary care and underserved communities. A recommender can be a current or former employer, community leader, colleague, or anyone who has knowledge of 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 recommender's organization/institution, if appropriate, 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 (if known);
- 4) Recommender's Name (printed) and Title;
- 5) Recommender's Address (unless already on letterhead);
- 6) Handwritten Signature;
- 7) A description of the recommender's relationship to the applicant and length of time he/she has known the applicant; and
- 8) A discussion of the following items:
  - a. The applicant's academic, professional, community, and/or civic achievements;
  - 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.