



ARMY NURSE CORPS ASSOCIATION SCHOLARSHIP PROGRAM

2019 SCHOLARSHIP PROGRAM GUIDELINES

The purpose of this program is to provide \$3,000.00 scholarships to nursing students who are enrolled in colleges and universities, hereafter referred to as “schools,” with accredited baccalaureate and graduate nursing/nurse anesthesia programs. These may include generic Bachelor of Science in Nursing (BSN), RN to BSN, accelerated nursing degree programs, Master’s degree in Nursing (MSN) or anesthesia and doctoral programs in nursing. If enrolled in a four-year BSN degree, the applicant must be entering the Junior year in the fall **and** starting the nursing courses. Nurses may also pursue a graduate degree in related healthcare fields (such as Public Health); however, the applicant must clearly outline how this degree furthers his/her nursing career.

This is a highly competitive scholarship program. The applicant will be represented only by information contained in the application and supporting documentation. Please carefully review all required material prior to uploading and submitting.

Previous editions of the application form are obsolete and will not be accepted.

Documents may be legibly handwritten if unable to be typed.

A. SUBMITTING AN APPLICATION

Application for an ANCA scholarship is done through an on-line process on the Army Nurse Corps Association website [Scholarship page](https://e-anca.org/Scholarships) (<https://e-anca.org/Scholarships>). Except as otherwise indicated, the documents on the checklist below must be uploaded via the on-line application web pages or received directly **before the application deadline of March 30, 2019** or the application will be considered incomplete and will not be reviewed by the ANCA Education Committee. If any documents must be submitted separately by email or mail, you must so indicate on the application web page, and **all** information must be **received** by the deadline.

This checklist is provided for your planning purposes and to ensure that your application is complete. Review the details for each item at the indicated link.

- Application Form ([see B1. below](#))
- Letter of Recommendation letter from the Academic Advisor or Dean, School of Nursing/School of Nurse Anesthesia ([see B2. below](#))
- Required Additional Letter of Recommendation ([see B3. below](#))
- Official College Transcripts ([see B4. below](#))
- Your Personal Statement ([see B5. below](#))
- School Financial Information Form ([see B6. below](#))
- Prior or present military service documentation ([see B7. below](#))
- Additional Letter of Recommendation, if desired ([see B8. below](#))
- Photograph, if desired ([see B9. below](#))

B. APPLICATION PROCESS

Go to <https://e-anca.org/Scholarships> and click the appropriate button depending on whether you are an ANCA member or not. Once you have initiated your application by downloading the application form, you may return to the page as often as needed to add additional components of the application, and once all are in place, to submit it.

1. Army Nurse Corps Association Scholarship Application Form (Required)

Download the application form from the application web page, complete all items carefully, enter your name in the signature block as authentication, and upload where indicated on the web page.

2. Letter of Recommendation from Academic Advisor/Dean, School of Nursing, Nurse Anesthesia, or Related Health Care Field Program (Required)

- A signed letter of recommendation on school letterhead should outline the applicant's degree program and discuss the applicant's current status and progress toward degree completion. The letter should also address why the applicant should be considered for an ANCA scholarship.
- Signed letters of recommendation should be uploaded on the web page by the applicant. If necessary, they may be emailed to scholarships@e-anca.org or be mailed directly to the *Army Nurse Corps Association Scholarship Program, PO Box 458, Lisbon, MD 21765*. If being emailed or mailed, please provide the information on the application web page.

3. Additional Letter of Recommendation (Required)

- At least one additional signed letter of recommendation from a professional such as an employer or faculty member. The letter(s) of recommendation should be current. If you previously received an ANCA scholarship, please have reference(s) updated to reflect your *current* situation.
- Any affiliations with ROTC or other components of the Active Army, Army National Guard and/or Army Reserve should be addressed whenever possible through letters from leaders of these departments, units, and/or organizations and would qualify as the required additional letter of recommendation.
- Signed letters of recommendation should be uploaded on the web page by the applicant. If necessary, they may be emailed to scholarships@e-anca.org or mailed directly to the *Army Nurse Corps Association Scholarship Program, PO Box 458, Lisbon, MD 21765*. If being emailed or mailed, please provide the information on the application web page.

4. Personal Statement (Required)

This is an extremely important part of the application and should be prepared carefully and legibly. No more than two pages, please.

- Present any information you would like the Education Committee to consider. Emphasize professional career objectives and reasons for applying for the ANCA scholarship, e.g., need, special considerations.
- Advise the committee of your personal and academic interests and why you are pursuing a nursing career.
- Address any prior or current service with the U.S. Army, Army National Guard or Army Reserve including prior or current ROTC experience.
- Speak specifically to how the Army has impacted or is impacting your life and professional aspirations.
- If your advanced degree is in a healthcare field other than nursing, explain how this degree will advance your nursing career.

5. College Transcripts (Required)

- Official college transcripts are required to demonstrate academic ability and successful progress within the applicant's current program. Credits or degrees obtained at other schools in order to enroll in the current academic program are usually reflected in the current school's transcript. If not, official transcripts reflecting performance in these prior courses or the attaining a prerequisite degree must also be submitted.
- If pursuing a baccalaureate nursing degree, ensure that a transcript indicates that you are in or entering your Junior year of the program.
- Graduate students must include an official transcript documenting their last nursing degree.
- If your current name is different from the name on any of your official transcripts, please provide all former last names in the contact information portion of the application.
- Official transcripts must be emailed by the school to scholarships@e-anca.org; if the school does not have the option for electronic transcripts, the transcript may be mailed by the school directly to the *Army Nurse Corps Association Scholarship Program, PO Box 458, Lisbon, MD 21765*. On the application web page, indicate which schools are sending transcripts and the date(s) on which you requested that they be sent.

6. Previous or Current U.S. Army Service (Required)

- If you previously served in some capacity in a component of the U.S. Army, please include documentation (i.e., DD Form 214 or other official documents) to substantiate this service.
- ANCA members, your [ANCA assignment history](#) will take the place of this requirement. Please review it and update as needed.
- Other individuals currently in service must include either an Officer Record Brief or Enlisted Record Brief, as applicable.
- If your eligibility to apply is based on current or previous service of a parent, spouse, or child in the Active Army, Army National Guard or Army Reserve, documentation to substantiate this service must be included in the application. This can be military orders, DD Form 214, or other qualified documents attesting to the fact that the individual is serving or has served.
- If your current name is different from the name on US Army Service documents, please provide all former last names in the contact information portion of the application

7. School Financial Information Form (Required)

- ANCA does not disburse scholarship funds directly to the student. A scholarship recipient's monies will be sent in a one-time check to the person and office designated in the application, for the recipient's use in defraying direct education costs. (tuition, fees, and books).
- Download the form from the application web page for completion and authentication by the school. It reflects who should receive the scholarship funds and details how the scholarship funds will be managed. Please ensure this form is completely filled out and legible, and upload where indicated on the application web page.

8. Additional Letter of Recommendation (Optional)

- Another signed letter of recommendation from a professional such as an employer or faculty member or ROTC, Active Army, ARNG and/or USAR leader may be submitted if desired. The letter of recommendation should be current. If you are a former ANCA scholarship recipient, please have any previously used reference rewrite her/his recommendation to reflect your current situation.

- The signed letter of recommendation should be uploaded on the web page by the applicant. If necessary, it may be emailed to scholarships@e-anca.org or mailed directly to the *Army Nurse Corps Association Scholarship Program, PO Box 458, Lisbon, MD 21765*. If being emailed or mailed, please provide the information on the application web page.
- Signed letters of recommendation should be uploaded by the applicant on the web page. If necessary, they may be emailed to scholarships@e-anca.org or mailed directly to the *Army Nurse Corps Association Scholarship Program, PO Box 458, Lisbon, MD 21765*. If being mailed, provide the information on the application web page.

9. Photograph (Optional)

- A photograph is not required until you are notified of your selection to receive an ANCA Scholarship.
- If you desire to enclose a photograph with the application, it should be suitable for possible publication in ANCA documents.

C. APPLICATION DUE DATE

All application components must be *received* by 30 March 2019

The 30 March date is firm unless changed by the ANCA Board of Directors. Extensions will not be granted. Applicants should take into consideration any time necessary for documents to reach ANCA by the deadline. If the applicant is selected by the ANCA Education Committee, written notification will be sent to the student, his/her academic advisor/dean, and the department designated by the school to be responsible for the scholarship funds. Notification will be sent within 6 to 8 weeks after the application deadline. Please be sure that ANCA has current addresses to contact the applicant and the school.

D. MISCELLANEOUS INFORMATION

Questions about the Application Process

- Questions concerning the application process may be sent to scholarships@e-anca.org or via the "Contact Us" form on the ANCA Scholarship web page, <https://e-anca.org/Scholarships>.
- Army Recruiters and/or ROTC Detachments may not have specific information about this program; therefore, you should address your questions directly to the Army Nurse Corps Association.

Applicant Name Variation

- If the applicant has any name variations in documents submitted, former last names must be provided in the contact information of the application.

Letters of reference or electronic transcripts may be forwarded to scholarships@e-anca.org.

- Letters of Reference and official transcripts may also be mailed directly to the Army Nurse Corps Association at PO Box 458, Lisbon, MD 21765.
- United Parcel Service or FedEx letters and packages are *unable to be received*. **Packages sent with signature required risk being returned unopened.**

What Happens to Your Information

- If selected to receive an ANCA scholarship, the applicant's contact information may be provided to appropriate Army Nurse Corps Recruiting personnel. Otherwise none of the information in the application will be shared with anyone outside of ANCA.
- If you are not selected for a scholarship, your information will not be shared with any other entity. Identifying information, e.g., SSAN, will be redacted (blocked out).