



ARMY NURSE CORPS ASSOCIATION SCHOLARSHIP PROGRAM

2018 SCHOLARSHIP PROGRAM PRELIMINARY 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 his/her Junior year in the fall AND starting the nursing courses. Nurses may also pursue a graduate degree in related healthcare field (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 guidelines and application form are obsolete and will not be accepted.

Documents may be legibly handwritten if unable to be typed.

A. SUBMITTING AN APPLICATION

Starting in 2018, application for an ANCA scholarship will be done through an on-line process via the ANCA [Scholarships web page](#). The application web page is expected to be open to accept applications early in 2018; *please do not submit any documents before initiating an application on line*. Except as otherwise indicated, the documents on the checklist below must be uploaded on the on-line application web pages **before the application deadline of March 31, 2018** 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 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 COMPONENTS

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

Download the application form from the application web page, complete all items carefully, and enter your name in the signature block as authentication, and upload where indicated on the web page. No other documents should be submitted until the on-line application has been initiated.

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 of recommendation should also address why the applicant should be considered for an ANCA scholarship.
- Signed letters of recommendation should be uploaded 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 indicate on the application web page/checklist. Please do not mail or email any documents prior to starting an application 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 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 indicate on the application web page/checklist. Please do not mail or email any documents prior to starting an application on the application web page.

4. Personal Statement (Required)

- This section is an extremely important part of the application and should be prepared carefully and legibly.
- 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, transcripts reflecting performance in these courses or the attaining a prerequisite degree must be included with the application. If pursuing a baccalaureate nursing degree, ensure that a transcript shows completion of a minimum of 6 hours of nursing courses.
- Graduate students must include an official transcript documenting their last nursing degree.
- Official printed transcripts should be mailed by the school directly to the *Army Nurse Corps Association Scholarship Program, PO Box 458, Lisbon, MD 21765*. If the school has an option for electronic transcripts, the transcript may be emailed by the school to scholarships@e-anca.org. On the application web page/checklist, indicate which schools are sending transcripts. Please do not mail or email any documents prior to starting an application on the application web page.

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 qualified documents) to substantiate this service.
- An individual currently in service must include either an Officer Record Brief or Enlisted Record Brief, as applicable.
- ANCA members, please enter/update your ANCA assignment history as needed.
- 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/upload documentation of any name changes.

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.
- 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 (s) 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.

- Signed letters of recommendation should be uploaded 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 mailed, so indicate on the application web page/checklist. Please do not mail or email any documents prior to starting an application 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 the ANCA documents.

C. APPLICATION DUE DATE

All application components must be *received* by 31 March 2018

This date is firm unless changed by the ANCA Board of Directors. Extensions will not be granted. Applicants should take into consideration the 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 should be sent to scholarships@e-anca.org or 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

- Any applicant name variations in documents submitted should be explained and substantiated as necessary for clarity.

Letters of Reference and official transcripts which cannot be uploaded via the application web page may be mailed directly to the Army Nurse Corps Association at PO Box 458 Lisbon, MD 21765. Please do not mail or email any documents prior to starting an application on the application web page.

- United Parcel Service or FedEx letters and packages are unable to be received. **Packages sent with signature required risk being returned unopened.**
- Letters of reference or electronic transcripts may be forwarded to scholarships@e-anca.org.

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).