



Veterinary Medicine Loan Repayment Program New Application Checklist

This checklist is provided to assist new applicants with the submission of an application. This checklist does not need to be submitted with your application. **Please type your answers for all responses. Handwritten responses on your application or recommendations will not be accepted and your application will not qualify for further consideration. The ONLY handwritten exception will be the map that is required for shortage Types I and II (Private Practice) applicants' personal statement.**

- Read the [Request for Application \(RFA\)](#)**
Review the RFA for information regarding deadlines, application form requirements, evaluation criteria and other information that is pertinent to the success of an application.
- [VMLRP Veterinary Services Shortage Situations Map](#)**
Review the map of the designated Veterinarian Shortage Situations that contains all shortage situation designations for a given fiscal year (FY) application cycle. VMLRP applicants will use this information to select shortage situations they are willing and qualified to fill, and to guide the preparation of their applications. NIFA will use this information to assess contractual compliance of awardees. Therefore, it is important for the applicant to read carefully the requirements stated on the shortage situation form.
- Applicant Information (NIFA-01-10)**
To be completed and submitted by the applicant. Applicants with PhDs should also attach a synopsis of their dissertation abstract.
 - **Resumé**
Submit a resumé that describes in summary the applicant's education, work history, credentials, trainings/seminars, certifications, and other accomplishments and skills. The information provided should demonstrate the applicant's abilities to serve in the designated shortage area. The body of the resumé is limited to two pages. An additional page (optional) may be included to list publications, patents, etc.
 - **Unofficial/Official Transcript(s)**
Unofficial transcript(s) from the applicant's professional veterinary degree program are required. If the applicant attended more than one school during their DVM studies, unofficial transcripts from all schools must be provided. If your degree has not posted to your transcripts prior to the application deadline, provide an unofficial transcript to date. If you are selected for a VMLRP award, you will be required to provide official transcript(s) from all schools attended during your DVM studies in order to receive the official award package.
- Personal Statement (NIFA-02-10)**
To be completed and submitted by the applicant. No more than 5 typed pages.
 - **Map of Shortage Area for Type I & II Applicants (Private Practice)**
In addition, for Type I & II applicants a map must be included (limit to one page) demonstrating where the shortage situation proposed to serve is in relation to the veterinary practice you will be working from. For mobile practices use the location where the day starts and stops. Any spatial features added to the map (e.g., circles, points, etc.) to highlight these areas may be handwritten. **Please make sure the map is clear and legible to read.**

- **List of Recommenders (NIFA-03-10)**
To be completed and submitted by the applicant. You are responsible for asking three recommenders to submit a Recommendation Form (NIFA-08-10) on your behalf.

- **Loan Information Form (NIFA-04-10)**
Sections 1-3 to be completed and submitted by the applicant. Section 4 does not need to be completed before the application deadline. **DO NOT fill out Section 4.** Section 4 is filled out by the lender once you are awarded through the VMLRP. Do not send to the lending institution unless directed by the VMLRP Office.
 - **Promissory Note/Disclosure Statement/Disbursement Report/Manifestation ID**
The promissory note must include the name of the borrower, loan type (Stafford, Perkins, etc.), date of note, and the original loan amount. Please do not include the terms and conditions of the note. It can take several weeks to obtain a promissory note from your lenders, so you are strongly urged to contact your lenders immediately.
 - **Account Statement(s)**
Account statement(s) must be dated within 90 days of the application deadline. An account statement shows the current balance or payoff amount on your loan/s. A statement printed from the lender's website will be accepted.
 - **Student Aid Loan Summary & Student Aid Loan Detail Report**
Submit a printout that shows a list of all loans (Student Aid Loan Summary) and the printouts of each individual loan details information (Student Aid Loan Detail Report). This information is retrieved from the [Federal Student Aid](#) website. *Please note that the listed typed text version of the printout will not be accepted.

- **Certifications for Application (NIFA-06-10)**
To be signed and submitted by the applicant.

- **Intent of Employment (NIFA-07-10)**
To be completed by the applicant and the hiring official. You may apply for only one shortage situation.

- **Recommendations (NIFA-08-10)**
Three letters of recommendations must be submitted on behalf of the applicant from three different recommenders. **Handwritten responses on any part of this form will not be accepted and the application will NOT qualify for further consideration.**

Please do not hesitate to contact VMLRP staff regarding any questions or concerns with the application process at vmllrp.applications@usda.gov.