



Application Checklist

This checklist is provided to assist you with the submission of your application. NIFA may contact you to request additional documentation. **Please type your answers and add your full name (Last, First, Middle) on the upper right corner of all pages. Handwritten answers in your application will not be accepted.**

- 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.
- Curriculum Vitae**
Submit a CV as part of the application. Limit the body of the CV to two pages with an optional page to list publications, patents, etc., if applicable.
- Transcript – NEW APPLICANTS ONLY**
Submit an official transcript from your professional veterinary degree program.
- Personal Statement (NIFA-02-10)**
To be completed and submitted by the applicant.
- List of Recommenders (NIFA-03-10)**
To be completed and submitted by the applicant. You are responsible for asking recommenders to submit a Recommendation Form (NIFA-08-10) on your behalf.
- Loan Information Form (NIFA-04-10) – NEW APPLICANTS ONLY**
Sections 1-3 to be completed and submitted by the applicant. Section 4 will be completed by the lending institution if you receive an award.
- Promissory Note/Disbursement Report**
The promissory note must include the name of the borrower, loan type (Stafford, Perkins, etc.), date of note, and the original loan amount. 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**
Account statements must be dated within 90 days of the application deadline. A statement printed from the lender's website will be accepted.
- NSLDS Reports (www.nslsds.ed.gov)**
Submit a printout of the front page that shows a list of all loans (Account Summary) and printouts of individual loan information (Loan Detail), which can be retrieved by clicking on each number in the first column on the left. You will need a PIN to log in your online account. If you do not have a PIN, go to www.pin.ed.gov.
- Certifications for Application (NIFA-06-10)**
To be signed and submitted by the applicant.
- Intent of Employment (NIFA-07-10) – NEW APPLICANTS ONLY**
To be completed by the applicant and the hiring official. You may apply for only one shortage situation.