UNIVERSITY OF GUAM
FINANCIAL AID OFFICE
STUDENT FINANCIAL ASSISTANCE PROGRAM
ACADEMIC YEAR 2014-2015

NURSING TRAINING PROGRAM

INSTRUCTIONS TO APPLICANT
These instructions are for the Nursing Training Program as mandated by Title 17 of the Guam Code Annotated (GCA), Chapter 15A for undergraduate studies on Guam. Please read these instructions carefully. If your application and supporting documents are INCOMPLETE, it will not be submitted to the Board of Regents Scholarship Committee for consideration.

PURPOSE
The Nursing Training Program is designed to prepare nursing students for the public health system, including Guam Memorial Hospital, Public Health and Social Services, and the Department of Mental Health and Substance Abuse, as a school health counselor in Department of Education or Guam Community College, or private clinics licensed to do business on Guam; and to continue employment for a period of time equal to the period of training in the program. Priority will be given to persons demonstrating intent to remain on Guam after graduation, even beyond the normal period required for repayment through service obligation, as required by 17 GCA Chapter 15A.

THE NURSING TRAINING PROGRAM APPLICATION FORM
1. You must complete all sections and sign the application form. Please do not leave any sections blank. If the section does not apply to you, please indicate with a “N/A” or “none”.
2. You must sign the application form. Obtain your parent’s signature if you are a minor.
3. You must have the application NOTARIZED. Please note that the Notary Public will require your signature in his/her presence and may require a fee.
4. You must submit the completed application form and all required documents to the Financial Aid Office, located at the University of Guam Field House by 5:00 P.M. April 29, 2014. Applications submitted by mail must be postmarked on or before April 29, 2014.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

APPLICATION AND REQUIRED DOCUMENTS
Please complete the following sections on the application form attached. You must also submit the required documents to support the information given.

SECTION 1: PERSONAL DATA
[ ] PROOF OF U.S. CITIZENSHIP or PERMANENT RESIDENT ALIEN
a) If you are claiming U.S. Citizenship, please submit a copy of your official birth certificate, U.S. Passport, or a copy of your naturalization certificate.
b) If you are a permanent resident alien, please submit a copy of your alien registration card.

SECTION 2: EDUCATIONAL DATA
[ ] CERTIFICATION LETTER FROM COLLEGE OF NURSING
a) You must submit a certification letter from an academic dean/advisor from the School of Nursing, certifying that you have completed all of the pre-nursing requirements and that you have been admitted or are eligible for admission into the undergraduate nursing degree program.

[ ] OFFICIAL ACADEMIC TRANSCRIPT(S)
a) You must also submit an official academic college transcript(s) of all institutions attended, beyond high school.

SECTION 3: COST OF ATTENDANCE
[ ] You must COMPLETE this section. You may estimate the cost.
APPLICATION AND REQUIRED DOCUMENTS (Continued)

SECTION 4: STATEMENT OF RESIDENCY

[ ] PROOF OF ONE-YEAR GUAM RESIDENCY
You must submit ONE OR MORE of the following:

a) *Copies of personal and/or parent’s income tax forms filed and stamped received by the Department of Revenue and Taxation*; or a certified statement from Department of Revenue and Taxation.

b) *Applicants under Public Assistance may submit a certified statement indicating period of assistance from agencies providing assistance.

c) Voter registration for the last two (2) recent elections certified by Guam Election Commission (i.e. 2012 & 2010).

d) If the applicant is eighteen (18) years or younger, must provide an official transcript from the Department of Education Middle School or Guam Private Elementary/Middle School.

e) Official transcripts from the University of Guam and/or Guam Community College.

*Applicant must be listed on all documents submitted by parents or guardians.

PRELIMINARY SCREENING AND SELECTION(S):

If your application and the required documents are COMPLETE, the Financial Aid Office will review your application and forward their recommendation(s) to the Board of Regents Scholarship Committee. The Scholarship Committee will then forward their recommendation(s) to the full Board of Regents, for final action, at their regular meeting. You will be notified, in writing, of the Board’s decision on your application (around September/October for the Academic year of application). If your application is approved, you will be required to sign and submit a NURSING TRAINING PROGRAM AGREEMENT and attend a MANDATORY PRE-AWARD ORIENTATION before any funds can be disbursed.

APPLICATION DEADLINE: **5:00 P.M. APRIL 29, 2014**

FOR ADDITIONAL INFORMATION, YOU MAY CONTACT THE FOLLOWING OFFICES:

Financial Aid Office    Telephone No.: (671) 735-2288/2297    Fax No.: (671) 734-2907
School of Nursing       Telephone No.: (671) 735-2650/1    Fax No.: (671) 734-2906

You may also reach us by e-mail at sfap@uguam.uog.edu