



Service Requirement

The Transition to Teaching Scholarship provides students interested in pursuing a career in education the opportunity to earn a one-time, non-renewable scholarship of up to \$10,000. In exchange, students agree to teach for **five years** at an eligible Indiana school.

Please follow the ensuing steps to begin documenting your fulfillment of the scholarship's service requirement:

1) Download and Complete the [Deferment/Cancellation Form](#)

Recipients must complete the following sections:

- Section 2: Borrower Identification
- Section 3: Employment Information
- Section 5: Borrower Certification and Authorization

Employers must complete the following section:

- Section 4: Employer Certification

2) Request an Employment Verification Letter

- The Employment Verification Letter is a brief memo written by an administrator at your school which includes:
 - Your start date,
 - The school at which you teach,
 - The grade/subject in which you teach, and
 - A few of your teaching duties

3) Submit Documentation

- Recipients must submit both documents to NextTeacher@che.in.gov.

4) Processing and Confirmation

Applications are typically processed within ten (10) business days. Once processing is complete, a confirmation email will be sent to the email address provided in Section 2 of your Deferment/Cancellation Form.