

Instructions for VA Paperwork

Complete only fill in the areas noted either typing or handwriting using black ink; printed on one side, and do not staple.

- **Application for Health Professional Trainees (VA Form 10-2850D)**

Page 1

1A Name, 1B if applicable, 2 Present Address, 3A Day and 3B Evening phone numbers (both must be filled out completely, 4 SSN, 5A e-mail address, 5B alternate e-mail address (if applicable), 6 Birth Date, 7A Hines, IL, 7B Start Date 08/2022, 7C End Date 05/2026, 8A in US military?, 8B Reserves or National Guard?, 8C Branch of Service, 9A Citizenship, 9B Country of Citizenship, 10A-D complete only if you are NOT a US citizen – DACA use 10C – EAD for visa type and EAD number for visa number with issue and expiration dates.

Page 2

Fill in name and SSN at top of page and complete Section VII – Education and Training.

Page 3

Fill in name and SSN at top of page, answer 21, 22, (ignore 23) and complete XI, if needed, and sign and date in 24A and 24B.

Page 4

Fill in name and SSN at top of page, check all boxes in authorization area, sign and date.

- **Declaration for Federal Employment (OF306)**

Page 1

Items #1, 2, 3, 4, 5, 6 (both day and night must be completed), 7(a, b and c if applicable), 8, 9, 10, 11, 12, 13

Page 2

Items #14, 15, 16, 17a sign and date. You do **not** sign 17b until processing.

- **Special Agreement Check (SAC)**

At the top, check New Employee. For Job Title use “WOC – Medical Student.” Leave Service blank. Check WOC for Type of Appointment. Bring this form with you when fingerprinting.

- **Appointment Affidavits**

Position to which Appointed is “WOC – Medical Student.” Leave Date Appointed blank. Sign as Appointee under C.