

VA Packet Instructions

Due Monday, April 3 at 9:00 a.m.

- Complete the *2017 Medical Student Orientation Packet Checklist*
- Complete the VHA Mandatory Training for Trainees online and print out your Certificate of Completion for submission with the packet
- On the *Application for Health Professions Trainees*
 - 7B start date is 7/2017
 - 7C end date is 5/2019
 - Do not complete sections IV, VIII or IX.
 - Place your name and SSN at the top of pages 2 – 4
- On the *Declaration of Federal Employment*
 - If you answer “yes” to items 8 – 15 or 18c or if you answered “no” to item 7b, provide your explanations in space 16
 - Sign on line 17a (Applicant)
- On the *Appointment Affidavit*
 - This document does not need to be notarized
 - You **only** need to print your name after “I,” and sign and date the document after section C
- On the *VA TMS Form*
 - Leave the “Service” field blank
- Only fill out one WOC letter. There are two included; one for US citizens and one for non-citizens. Complete the proper form.
 - Write your name after “Dear”
 - Write “Medical Student” in the blank after “to our facility as” if it is not there already
 - After that write July 1, 2017 through June 30, 2019 if it is not there already
 - Do not check any of the boxes
 - Make sure you select your veteran’s status **even if you are not a veteran**
 - On page 2, Medical Student is the position you are applying for
- Failure to turn in your packet by the above mentioned due date will result in the student delivering their VA packet directly to the VA themselves.

You can:

Hand deliver your packets to me (Robbie Nance), Office of Academic Affairs, Med Center room 3420.

Email them to me at nance37@marshall.edu.

Fax them to 304-691-1740.

Mail them to Robert Nance, 1600 Medical Center Dr., Ste. 3420, Huntington, WV 25701.

NOTE: you must mail them in enough time for me to have them by the deadline.

If you have any questions you can email me.