



DEPARTMENT OF VETERANS AFFAIRS  
 Medical Center  
 700 South 19th Street  
 Birmingham, AL 35233

**Directions for Appointment to VA for Medical Students**

NAME: \_\_\_\_\_ SERVICE \_\_\_\_\_ DATE \_\_\_\_\_

**All appointment paperwork must be completed and returned by June 29<sup>th</sup>, to allow processing prior to the start of the academic year. *Appointment to this medical center cannot begin until this process is completed. Initial and return all forms as one packet in the same order as outlined below.***

\_\_\_ **VA 10-2850D, Application for Health Professions Trainees**  
 (Some of the items most often missed are listed below. Please double-check these areas.)

- \_\_\_ Complete sections V, VI and VII on page 2 including questions 18 and 19.
- \_\_\_ Complete items 23-25 and sign on Page 3.
- \_\_\_ Complete "Authorization" items and sign on Page 4.

**NOTE: *Your application will not be accepted until all items on the application have been completed, including your signature on Page 3 and Page 4.***

\_\_\_ **OF 306, Declaration for Federal Employment** – Complete, sign, and return with packet.

\_\_\_ **Statement of Understanding of Protection Against Malpractice, Negligence, and Claims**  
 – Read, sign agreement, and return with your application packet.

\_\_\_ **Mandatory Training** – A mandatory training module containing 14 courses is accessible on the TMS website ([www.tms.va.gov](http://www.tms.va.gov)) and must be completed before you can be appointed to rotate at the BVAMC. *Print the certification of completion for the mandatory training module and include it in your application packet.*

\_\_\_ **\*\*Fingerprinting/Photo ID Process Instructions**– Must be completed by July 23, 2012. *Appointments may be scheduled starting July 2<sup>nd</sup>.*

\_\_\_ **PLEASE RETURN ALL THE ABOVE FORMS TO EDUCATION SERVICE (14), ROOM 3607 AT THE BIRMINGHAM VAMC BY JUNE 29<sup>th</sup> (see the address at the top of this form).**

**\*\*FINGERPRINTING MUST BE COMPLETED BY JULY 23<sup>rd</sup> OR YOU WILL NOT BE ALLOWED TO BEGIN YOUR ROTATION.**

Questions? Please call Deneen Foster at (205) 933-810 ext. 4925 or Shannon Williams ext. 6736 if you need assistance. Thank you.