**Medical Student Application Instructions**

- Please fill out all forms completely. Do not leave anything blank
- Please do not print out paperwork back to back
- If you are not a US citizen, you will need to provide a copy of your F1 visa
- If you are a naturalized citizen, you must include with your application a copy of your naturalization papers or a copy of your passport.
- You need to do the TMS training **NOW** and return a copy of the certificate with all of your other paperwork. (Instruction sheet enclosed)
- If a question or section doesn’t apply to you, simply put “N/A”. Yes or No questions need to be answered – do not leave blank.
- Please return your TMS certificate with your paperwork
- The appointment affidavit (SF61) does not need to be notarized
- If you have any question, please feel free to phone or email
  - Elizabeth Castellon 203-932-5711 x 2704
  - Elizabeth.castellon@va.gov
- You can get fingerprinted any time after you return your paperwork. In the very near future you will need a VA ID badge to log onto the computer. ALL paperwork needs to be completed to do this. If you would like to come in prior to your rotation to get your ID badge to make transition day easier you can do that. Please contact the department that you will be working in to make sure that all paperwork is completed. Your VA ID badge is good for the rest of your time in Medical School, so please keep track of it. If you lose it, you will need to go to police and security and report it missing, and it will take a while to get a new one and you will not be able to access the computer during this time.

**Fingerprinting Information**

Every individual with a qualified need to have access to the VA Connecticut Healthcare System (VACT) computer system will now have to be fingerprinted. As a Medical Student, you will require such access; therefore, you will need to get this done. Failure to get this done prior to your scheduled start date will result in the delay of your training at the VACT. If you get this done prior to orientations you can get a badge before your start date. In the very near future you will be required to use your VA ID badge to log onto the computer.

We understand that prior to your start date at the VACT you may have significant constraints on your time; however, please try and get this completed.

**FINGERPRINT OFFICE STAFF**

**For names beginning with A – L**

- Sandra LK Maschiullo
- HRMS/05B, Bldg 4, Rm D-103A
- Sandy Hrs: Monday-Friday, 7:30-3:30
- Email: sandra.maschiullo@va.gov
- Phone: 203-932-5711 x2417

**For names beginning with M - Z**

- Carol Mollison
- HRMS/05B, Bldg 4, Rm D-103A
- Carol Hrs: Monday-Friday 8:30-4:00
- Email: carol.mollison@va.gov
- Phone: 203-932-5711 x7934

January 13
Instructions to complete OF 0306 Declaration for federal employment form

1. Fill out sections 1-17.
2. Be sure to sign on line 17B.
3. Complete 18 a-c, if applicable.

- All Yes/No questions need to be answered.
- Don’t leave any blanks, put N/A, for no answer.

If you are a male and a US citizen or on a green card you must register for selective service.
You will not be able to work unless you have registered.
If you have not registered and are 26 or younger you can still register at www.sss.gov.

Instructions to complete SF61 Appointment Affidavit form

1. Be sure to have MEDICAL STUDENT Appear in the line above (position to be appointed).
2. Print your name in the line I, _______________ do solemnly swear . . .
3. Please sign at the bottom - Signature of Appointee.
   a. This form is stating that you will not strike against the government. You need to sign this form or you will not be able to work at the VA.
4. DON’T HAVE THIS FORM NOTARIZED – ignore the area below your signature it is not applicable as medial students.