

## **REQUIRED VA DOCUMENT CHECKLIST**

(Students may use this form to track VA documents completed)

- Statement of Commitment and Understanding for VA Trainees**
- Request for Computer Access**
- Declaration for Federal Employment**
- Optional Application for Federal Employment- OF 612**
- Department of Veterans Affairs Acceptance Letter/ WOC Letter**
- VHA Mandatory Training for Trainees (1 module)**  
**\*You must submit the completion certificate for verification purposes\***
- Copy of Immunization Record** (UCSF Students Only)
- Copy of Current PPD** (All students must submit current PPD that is no longer than 1 year old from the end of the students rotation at the VA)
- Fingerprinting** (allow up to 30 days for processing)