



Tips for Completing Your VA Paperwork

Please follow the guidelines listed below when filling out your paperwork:

WOC Appointment Letter

- Insert your name after “Dear:”.
- Fill in the dates **starting with 7/1/2022 ending on 6/30/xxxx of the year of your completion**
- Sign and date at the bottom.

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

- Please print clearly and be sure to complete all questions (unless they do not pertain to you)
- Be sure your name and social security number appear at the top of pages 2, 3, and 4.
- For #18, include full addresses. For your convenience, some of the more common schools are listed here:
 - UNMC: 42nd and Emile, Omaha, NE 68198
 - UNO: 6001 Dodge Street, Omaha, NE 68182
 - UNL: 1400 R Street, Lincoln, NE 68588
 - CUMC: 2500 California Plaza, Omaha, NE 68178
- Your signature is required in box 24A and on page 4.

Declaration for Federal Employment (OF 306)

- This form is required even though you are not applying for employment.
- Please print clearly and be sure to complete all questions.
- **Your signature is required as applicant (17a) and as appointee (17b).**

Appointment Affidavits (SF 61)

- Date Appointed: **7/1/2022**
- Place of Employment: NWIHCS
- Your signature is required as Appointee

Sponsor Request Form

- Please print clearly!

****If you do not have a DEA, license, etc. please leave it blank****