Required VA forms for trainee processing

**Completed by trainee and submitted in advance:**

- 10-2850 Application (Nov 2011)  
  (use graduation date for block 7C)
- MTT Certificate from TMS Training
- OF-306 Declaration (Oct 2011)  
  (sign on 17a not 17b)
- Form I-9 Eligibility Verification (03/08/13)  
  (bring ID’s listed on page 9)
- Fingerprint Form (05/05)
- SF-61 Affidavit (Aug 2002)

**Completed by trainee and brought to in-processing:**

- Form I-9 Eligibility Verification (03/08/13)  
  (bring ID’s listed on page 9)
- Fingerprint Form (05/05)
- SF-61 Affidavit (Aug 2002)
Required VA forms for trainee processing

Completed by program and submitted to VA Education Office in advance:

• TQCVL (Dec 2014) with list of trainees (on academic institution’s letterhead)

Completed by program and submitted to VA Human Resources at in-processing:

• Appointment Letter (one for each trainee)
  – Created by sponsoring program using Mail Merge with trainee’s info
  – Later signed by VA Chief of Human Resources and provided to trainee