



DEPARTMENT OF VETERANS AFFAIRS
Medical Center (632)
79 Middleville Road
Northport, NY 11768

Dear Student:

When selected as an extern in the Podiatry Section of the Orthopedics Service at the VA Medical center at Northport, New York we need to have completed the following attached documents before starting :

EXTERN DOCUMENTS:

1. OF-612 (Application for Federal Employment)
2. OF-306 (Declaration of Federal Employment)
3. Student Credential Verification Letter (sign by school extern official)
4. Self Study VA General Policy (Will review on arrival to the program)
5. Student Orientation Test (completed when here at the program)
6. Immunization record and health statement from your school
7. Employee **Without** Compensation Registration Form(mark the WOC box)
8. Statement of Commitment& Understanding for Students and Trainee's
9. Finger print form
10. CV and Transcript
11. Extern Acceptance Letter (will mail you when selected)
12. Application Check List (this list)
13. Housing Request in writing : Needed () Yes () No

Please indicate **when completeing this application** your need for no charge onsite housing. **We need a minimum of 8 weeks to process the housing application.** On Site housing is provided at no charge for students who stay 1 month. However, there is a \$50 room key deposit payable on the first day you occupy the room and refunded on your last day when returning the key. For purposes of gaining room entrance Your start day should be a VA business day (usually Monday through Friday) when you can procure you key.

Mail the completed documents with original signature to:

VA Northport Medical Center
Attention: Margaret Collins (112A)
79 Middleville Road
Northport, NY 11768

If you have any questions regarding this letter or need additional information, please do not hesitate to contact us at Margaret.Collins5@va.gov