

POSTDOCTORAL APPOINTMENT REQUEST WORKSHEET

DEPARTMENT: – Complete form and return to the Office of Postdoctoral Affairs with required documents attached. This form must be completed to process. Please type or print clearly.

APPLICANT DATA:

Last Name: _____ First Name: _____ MI. _____

Gender: _____ Ethnicity* _____ Marital Status: _____

Date of Birth: _____ Place of Birth: _____

Is applicant a United States Citizen? Yes **No**

If no: Country of Citizenship _____ Current VISA type: _____ Expiration: _____

Degree: M.D. D.O. Ph.D. M.D./Ph.D. Other (please specify): _____

Doctoral Institution: _____ Graduation Date: _____

Masters/other Degree Institution: _____ Graduation Date: _____

Undergraduate Institution: _____ Graduation Date: _____

APPOINTMENT INFORMATION

Request is for: New Appointment Extension of current position/visa Salary Change Transfer
 Other _____ If transfer, please provide the requested change below and attach a separate page with all current information.

Title: _____ Annual Salary: _____

Fund Source: _____ Mentor: _____

FMS Full Account #:

Operating Unit: _____ Dept. ID: _____ Fund: _____

Project/Grant: _____ Program: _____ Account: _____

If non-payroll – state source of funding (Federal, State, Private) _____ **

Start Date: _____ End Date: _____

What type of VISA will be requested for this appointment? _____

The following documents MUST be submitted with this form:

- Chairman's Letter of Appointment/Change with signature approval line for John H. Byrne, Ph.D
- Current Curriculum Vitae
- Advisory from International Affairs if non-resident – (Contact the Office of International Affairs)

Department Administrator

Date

Approved by John H. Byrne, Ph.D.
Director, Office of Postdoctoral Affairs

Date

*(1) Asian/Pacific Islander (2) Hispanic (3) Black (4) White (5) American Indian/Alaskan Native

** See HOOP Policy on specific required documents, or contact the Office of Postdoctoral Affairs x 6612

Upon approval the Office of Postdoctoral Affairs will photocopy all documents and return the originals to the Department HR Administrator for further processing. A copy of this form must be submitted with the PA. Visas are processed through the Office of International Affairs once the appointment is approved.