



## Postdoctoral Scholar New Appointment Form

Handwritten forms will not be accepted. They will be returned to the preparer.

### 1. Postdoctoral Scholar

Name \_\_\_\_\_  
First MI Last

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Gender M F

Citizenship \_\_\_\_\_ (If Foreign National, complete Section 3.)

### 2. Appointment

Title \_\_\_\_\_ Home Dept \_\_\_\_\_

Faculty Sponsor(s) \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

#### Funding Source(s)

T32 (PI _____)	Other Individual Fellowship*
F32	International agency *
Other Grant (Fund 15/16)	Foreign Government*
Other University Funding	HHMI*

\*Attach terms of award/appointment

### 3. Visa (applicable only for Foreign National appointees)

#### Position & Institution in Home Country

City & Country of Birth \_\_\_\_\_

Country of Permanent Residence \_\_\_\_\_

#### Exact Nature of Scholar's Activity to be Engaged in at Brandeis

Is Scholar currently in the US? \_\_\_\_\_  
(If yes, Visa Status \_\_\_\_\_ Expiration \_\_\_\_\_ . Attach copy of Visa.)

Has Scholar been in J-1 or J-2 status during the last 24 months? \_\_\_\_\_  
(If yes, attach all copies of Form DS-2019 &/or IAP-66s from previous programs)

Has Scholar ever been in H-1B or H-4 visa status? \_\_\_\_\_  
(If yes, attach copies of all Form I-797A Approval notices issued for H-1B or H-4 status)

Has Scholar ever filed, or someone filed on their behalf, an application for U.S. Permanent Residency (Green Card)? \_\_\_\_\_  
(If yes, attach copies of all documentation related to the filing and status of the application)

#### Dependents

Full Name	Relationship	Date of Birth	City & Country of Birth	Citizenship	Arrival
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

See ISSO website for instructions and additional requirements for H-visas. Attach copy of passport identity page (displaying full name, date of birth, photo, passport #, issue/expiration date)

### 4. Payment

#### Semi-Monthly Pay Frequency

FTE _____		Annual Amount \$ _____		HHMI _____	
Acct	Fund	Dept ID	Program	Grant or Project	%
_____	_____	_____	_____	4- _____ or 800	_____
_____	_____	_____	_____	4- _____ or 800	_____
_____	_____	_____	_____	4- _____ or 800	_____
_____	_____	_____	_____	4- _____ or 800	_____

Percentage must total 100%

### 5. Signatures

_____	Date _____
Faculty Sponsor	_____
_____	Date _____
PI on Grant (if different than Faculty Sponsor)	_____
_____	Date _____
Department Head	_____
_____	Date _____
Department Budget Manager	_____
_____	Date _____
Budget & Planning (if University Funds) – &/OR – Financial Affairs (if Grant Funds)	_____
_____	Date _____
Office of the Provost	_____

Preparer \_\_\_\_\_ Date of Preparation \_\_\_\_\_  
Ext. 6- \_\_\_\_\_ Email \_\_\_\_\_@brandeis.edu

Supporting Documents Attached	Notes:
CV	
Proof of Degree	
Letters of Recommendation: 1 2 3	
ISSO Attachments & Copy of Passport (if applicable)	
Fellows' FICA Eligibility Checklist (if applicable)	

Human Resources Use ONLY			
Funding	Univ/Capital	Grant	Employee ID _____
FICA	Exempt	Eligible	Position # _____
Entered by _____	Date _____		Empl Rec # _____
Audited by _____	Date _____		SSN _____