
Postdoctoral Scholars: Policies and Procedures

**Monday, October 25th, 2010
2:00pm – 4:00pm
MSOB X303
OPA: Alistair Murray**

Agenda

- Definition of a Postdoctoral Scholar
- Appointment Submission
- Visa Requests
- Appointment Processing
- Orientation
- Paying Postdoctoral Scholars
- ReportMart 1
- Reappointments
- Ending Appointments Successfully
- Certificates, Verifications
- Upcoming Session

What is a Postdoctoral Scholar?

- Three common areas of confusion when hiring Non-Faculty Research Appointments
- Am I appointing a Postdoctoral Scholar, a Visiting Scholar or a Visiting Researcher?

Definition of a Postdoctoral Scholar

- A trainee in residence at Stanford University, or elsewhere, pursuing advanced studies beyond the doctoral level under the sponsorship of a Stanford faculty member in preparation for an independent career.
- Postdoctoral Scholars are appointed for a limited period of time and may participate on Stanford research projects and/or may be supported by external awards or fellowships.
- Postdocs are appointed as advanced, non-matriculating graduate students (\$125/quarter registration fee).

Definition of a Visiting Scholar

- Visiting Scholars are PhDs (or recognized as experts in their field) who are visiting Stanford from outside institutions or organizations and are funded from external or personal sources. They receive no compensation or benefits from Stanford, other than a Visiting Scholar card (library privileges, etc.)
- Visiting Scholars are invited by the School/Department. Separate appointment procedures are defined for the School of Medicine in the policy above.

Definition of a Visiting Researcher

- Visiting Researchers are non-matriculated graduate students, typically in the final stages of doctoral work at another university, invited by the school/department to work with a Stanford faculty member for up to one year on mutually beneficial projects.
- Departments send appointment paperwork to the University Registrar. Visiting Researchers are appointed by the Registrar, and charged the equivalent of TGR tuition (\$3900 for 2010-11 academic year) plus Cardinal Care insurance, unless waived. There is no university obligation to support Visiting Researchers, but departments may do so with unrestricted funds. Visiting Researchers may not be appointed as RAs on research grants or contracts.

Appointing Postdoctoral Scholars

- A complete appointment packet must be submitted **within 30 days** of the appointment start date for U.S./PR postdoctoral scholars and within **8 weeks** of the start date for international scholars. 3 months prior notice is preferred, especially if visa is requested.
- Go to Administrators section of OPA Web site:
<http://postdocs.stanford.edu/admin/>
- The most recent forms can be found at
<http://postdocs.stanford.edu/admin/forms.html>
- PDF submission of Appointment Packet via email attachment to postdoc.services@stanford.edu is preferred method. Do NOT send a copy through ID Mail or by fax. This creates a duplicate file.

Appointment Packets

- **For all Postdocs & Clinical Fellows**
 - **Recommendation Sheet**
 - **Postdoctoral Scholar Information Sheet**
 - **Signed Offer Letter**
 - **CV**
 - **Proof of Support**
 - **Visa Information - documents MUST be legible before Visa approval forwarded to Bechtel. PDF preferred.**
 - **Copies of DS2019, passport, visa must be provided**
 - **Passport must be provided if not a US citizen.**
 - **Diploma or Registrar's Letter of completion**
 - **Official English translation is required for all diplomas written in languages other than English**

- **For Clinical Fellows (in addition to above)**
 - **Patient Care Contact Sheet - Required for all MDs and all non-MDs with SHC patient contact**
 - **If applicable, California Medical license**
 - **If applicable, Current Immunizations**

The Offer Letter

- Contract between Stanford University and postdoctoral scholar. Use of template offer letter is required:

http://postdocs.stanford.edu/admin/Sample_Postdoc_Offer_Letter.htm

- Must include information about training responsibilities and expectations.
- Must include full information about benefits.
- Do not omit any language without checking in advance with Assistant Dean

Amendments to Offer Letters

- Changes to Offer letter – the contract of employment
 - Any changes to the offer letter must be issued as a separate amendment letter, signed by both faculty sponsor and postdoctoral scholar, and copy sent to OPA. Revised offer letters should never be issued.
- Provisional Appointments
 - Some countries have evaluation/review procedures prior to PhD conferral that may take several months after dissertation/thesis submission. A 3 month provisional appointment will be allowed from appointment start date IF dissertation has been submitted AND is under review or in evaluation process by examiners.
 - Extreme caution is advised in these cases as failure to complete PhD per University policy results in discontinuation of postdoctoral appointment, postdoctoral benefits and potential return to home country.

Provisional Appointment Approval Example

- Amendment letter example:
 - This is an amendment to your offer letter dated September 6th, 2010. A provisional appointment will be approved for three months from January 1, 2011 to March 31, 2011 during the refereeing process of your thesis. You must contact the Office of Postdoctoral Affairs before that date to submit a certificate of completion or request an extension if the completion letter is not yet available. Extension beyond three months is at discretion of Assistant Dean of Postdoctoral Affairs. Failure to do so will result in a discontinuation of your PeopleSoft record and complications in the SEVIS system.

Examples of other amendment letters

- Amendments to Offer Letter – example 1
 - This is an amendment to your offer letter dated October 26th, 2010. At the end of the current term of your appointment on November 30, 2011, you will be at the five year maximum limit allowable for postdoctoral scholar status at Stanford University. Therefore your postdoctoral appointment will not be eligible for renewal at that time.

Examples of other amendment letters

- Amendments to Offer Letter – example 2
 - This is an amendment to your offer letter dated January 17th, 2011. Your initial appointment will now begin on May 2nd, 2011 and end on May 1st, 2013. All other terms and conditions of your original offer letter still apply.

Amendment Letters

- Do not reproduce an original document that has been signed.
- Submit amendment letter for Offer Letters and Reappointments
- Sample Wording:
 - Begin with: “This is an amendment to your [original offer letter/reappointment] dated [date].”
 - Note the change:
 - Changes in dates of (re)appointment
 - Language omitted
 - Salary change
 - End with: “All other terms and conditions of your original offer letter dated [date] remain the same.”

Clinical Fellows – Where to Submit Appointment Packet

- Submit to GME if ACGME program and clinical years of training
- Submit to OPA if ACGME program and research years of training
- Submit to OPA if non-ACGME program.
- Submit to OPA if PhD fellow (no MD) with patient contact or in clinical setting, including behavioral research

Department Recommendation Form

If Research Mentor or Faculty Advisor is different than Sponsoring Faculty Member, please include both signatures on this form:

- **Name of Sponsoring Faculty Member**
- **Name of Research Mentor (*if different from Sponsoring Faculty Member, must be a faculty appointment*)**
- **If both sponsor and mentor are supervising research, list both in Research Mentor field**

Postdoc Profiles for School of Medicine Community Academic Profile (CAP)

- Research Mentor is listed as Faculty Advisor in CAP
- Faculty Sponsor is listed if no Research Mentor listed on Department Recommendation form
- Field of study is not entered by OPA
- Postdoctoral Scholars cannot edit faculty advisor or degree information

Postdoc Profiles & Appointment Information - example

- **Reggie Jackson – Profile**
- Curriculum Vitae
- Postdoctoral Research fellow, Biology (School of Humanities and Sciences)
- **Academic Offices**
 - *Personal Information*
 - Email anyone@stanford.edu
 - Tel (650) 725-3456
- **Professional Overview**
 - Professional Education
 - Doctor of Philosophy: University of California Los Angeles (2005)
 - Postdoctoral Advisor
 - Ronald Levy
- **Scientific Focus**
 - **Publications**

Proof of Degree

- A copy of the scholar's diploma (English translation attached to original) is required. If the scholar has more than one doctoral degree (i.e., M.D. and Ph.D.), the diploma pertinent to research study is necessary for admission as a scholar; copies of both are preferred.
- Graduates of Stanford University also need to submit a diploma with the appointment packet.

Exception to Doctoral Degree Policy – PhD completion, no diploma

- In some instances a scholar may not yet have their final degree conferred, but has completed all the requirements for a doctoral degree.
- In these cases a letter may be accepted from the scholar's institution (Registrar's Office or equivalent is required) stating the date the scholar completed ALL the requirements, including submissions and acceptances of thesis, and the date the degree is to be conferred. We still need to receive a copy of the diploma when it is available.
- Graduates of Stanford University also need to submit a letter of completion.

Acceptable alternative Letters of Completion to Verify PhD Completion

- Sample Degree Letters available on OPA website, Proof of Degree section:

Use when scholar has completed studies at a foreign institution and degree conferral has not yet occurred and diploma not awarded:

- [Sample Thesis Acceptance \(Letter 1\)](#)
- [Sample Degree Conferral \(Letter 2\)](#)

Examples of degree-related letters and documents: 1. Not acceptable

UF UNIVERSITY of
FLORIDA

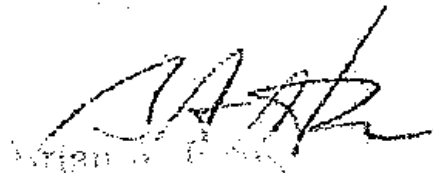
*Department of Psychology
Brian A. Iwata, Professor*

*114 Psychology Building
P.O. Box 112250
Gainesville, FL 32611-2250
Phone: (352) 372-2176
Fax: (352) 392-7985
Email: iwata@ufl.edu*

May 15, 2009

Stanford University
Office of Postdoctoral Affairs

This letter confirms that _____ is a full-time doctoral student in Psychology. She will defend her dissertation on June 23, 2009, at which time she will complete all requirements for the PhD degree in Psychology.



Professor, Psychology & Psychiatry
Behavior Analysis Program Director

Examples of degree-related letters and documents: 2. Conditional

UF UNIVERSITY of
FLORIDA

Department of Psychology
Brian A. Iwata, Professor

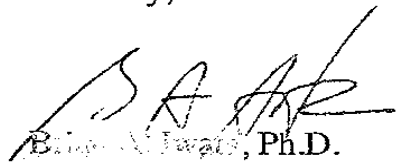
114 Psychology Building
P.O. Box 112250
Gainesville, FL 32611-2250
Phone: (352) 372-2176
Fax: (352) 392-7985
Email: iwata@ufl.edu

June 29, 2009

Office of Postdoctoral Affairs
Stanford University School of Medicine
1215 Welch Road, Modular A
Stanford, CA 94305-5402

This letter certifies that Jennifer Hammond has completed all requirements for the Ph.D. degree in Psychology, including all necessary coursework, exams, and defense of her dissertation, effective June 29, 2009. Updating of Dr. Hammond's official records in the registrar's office will be delayed until receipt of the dissertation document is transmitted from the graduate school to the registrar but will reflect this date as her official date of completion, with degree to be conferred at the next regularly scheduled university commencement (Summer term).

Sincerely,



Brian A. Iwata, Ph.D.
Professor, Psychology & Psychiatry
Director, Behavior Analysis Program
(Chair, Hammond dissertation committee)

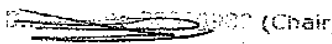
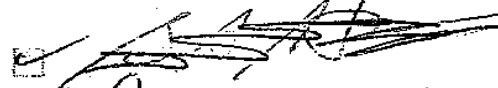

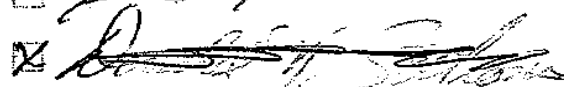

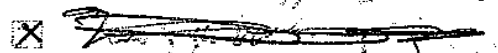
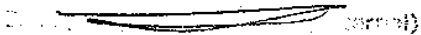
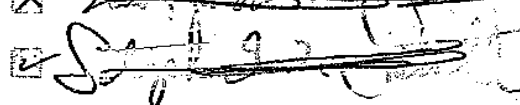
Examples of degree-related letters and documents: 3. Acceptable-part b

The committee has examined the candidate on 06/29/2009 (date) in accordance with the regulations governing the Final Examination and has adjudged his/her performance

Satisfactory:

Unsatisfactory:

Exceptions or qualifications are noted as follows: No exceptions or qualifications noted

Name	Department	Required Approvals
 (Chair)	Psychology	<input checked="" type="checkbox"/> 
	Psychology	<input checked="" type="checkbox"/> 
	Psychology	<input checked="" type="checkbox"/> 
 (member)	Special Education	<input checked="" type="checkbox"/> 

***. All members of the Supervisory Committee, including the external member, must be members of the Graduate Faculty and must be present for the final doctoral or master's examination and sign this form. The original, printed version of this form with all signatures must be retained at the Department level. Data from the completed form must be submitted electronically via GIMS to the UF Graduate School.**

Exceptions to Standard Appointments

- A written request and approval by the Assistant Dean is required **prior to extending an offer** in the following cases:
 - An initial appointment of less than 9 months
 - Completion of PhD research, usually Stanford PhD students
 - A request for an appointment of > than 3 years
 - An initial appointment at less than 100%
 - i.e. 90/10 – 90% Postdoc/10% Clinical Instructor position
 - No part-time postdoctoral research appointments are allowed
 - Off-site appointments
 - If any period of appointment will be spent at location other than Stanford campus
 - Palo Alto Institute for Research and Education (PAIRE) trainees have a separate offer letter
 - PhD conferred > than 3 years ago (and no postdoctoral research since PhD)
 - MD was conferred > than 6 years ago
 - Postdoc has completed at least 4 years of postdoctoral research
 - An extension request beyond 5 years of total postdoctoral research activity

Postdoctoral Scholars Who Work Out-Of-State

- ❑ **Work location/duration must be mentioned in the Offer Letter – List in the second paragraph, “During this appointment...”**
- ❑ **Departments must notify payroll when they have an employee (or postdoc paid a “salary” through Stanford Payroll) assigned to work out-of-state.**
- ❑ **The link to the Out-Of-State Payroll Approval Form is available here:**
http://fingate.stanford.edu/docs/approval_out_state_hire.pdf

Visa Processing

- Types of Visa Statuses for Foreign Postdocs
- Submission of requests
- OPA approval
- DS-2019 application
- Transfers
- Requirements after Arrival
- Change of Status
- Reappointments
- H1B requests

Visa Types for Foreign Postdocs

- F-1 Optional Practical Training (available to foreign PhD students who are completing PhD degrees at US universities).
 - Must be followed by a foreign scholar visa (J1) or in exceptions (H1B)
- J-1 Scholar – up to a maximum of 5 years
- H1B (rare) – up to a maximum of 6 years

For J-1 and H1B visa requests, start and end dates of the visas must coincide with the start and end dates of the postdoctoral appointment.

Submission of J-1 Visa Requests

- J Scholar Visa Requests
- Administrator must complete J-1 SEVIS Visa Webform Request (DS-2019) in Axess: http://icenter.stanford.edu/depts/j_status.html
- Submit DS-2019 requests at least 8 weeks before expected arrival date, 3 months is preferred
- Support/funding is required to cover duration of visa and appointment

How to request the DS-2019

- **The J Scholar Visa Request form is available via the Agress portal at <http://agress.stanford.edu>**
- **Note: If you do *not* see the link to the 'J Scholar Visa Request form' in Agress, please submit this form to request access: <http://www.stanford.edu/dept/center/j-scholar.fb>**
- **Submit DS-2019 requests at least 8 weeks before expected arrival date, 3 months is preferred**
- ***Allow at least one week for issuance of the DS-2019 AFTER the completed and approved form is received by the I-Center.***

How to request the DS-2019

- Go to <http://axess.stanford.edu>
- Enter your **SUNet ID** and **password** and **click 'login'**
- The **J Scholar Visa Requests form** is available on the **Employee Information** tab. If you do not automatically find yourself on this tab, you will first need to click the tab to navigate here. *Note: If you do not see J Scholar Visa Requests, please contact the Bechtel International Center at internationalscholars@stanford.edu so that you can be granted access to the page.*
- Then click the **J Scholar Visa Request** link.
- The main page for J Scholar Visa Requests opens, displaying a menu of available options.
- Select the transaction you need and click **'Continue'**.

Non-US MD Trainees (Assumes Incidental or Full Patient Contact for the purpose of treatment)

- **Bechtel only processes visa requests for postdoctoral scholars in Research Scholar category with No Patient Contact.**
- **If your postdoc will have incidental or full patient contact, you must contact Graduate Medical Education at the hospital.**
- **All visas and CA Med Board License exemption approved by ECFMG and processed through GME. None processed or reviewed by Bechtel or OPA.**

MDs on Visas – J-1 Visa Status Issue

- **ECFMG will allow maximum of 7 years of clinical scholar program**
- **Known issues with MDs conducting research prior to completion of residency requirement**
- **MDs cannot be appointed to a research appointment (without approval) prior to a clinical appointment as this is considered a change in program**
- **Completion of studies and 2 year return home requirement:**
 - **J-1 Research Scholar status**
 - **J-1 Clinical Scholar status**

OPA Approval

- **When submitted, DS-2019 Web Forms are routed to OPA for approval before processing by Bechtel. Bechtel does not see Request Forms until OPA approves them and forwards them to Bechtel.**
- **A complete appointment packet is required for OPA to process J-1 visa requests. Follow instructions at http://postdocs.stanford.edu/admin/visas_j1.html**
- **DS-2019 requests are generally approved by OPA within two weeks of submission.**

DS-2019 Application

- Important points to remember:

Biographic data

- Accuracy of biographic data is crucial
- Use copy of passport when completing on-line form
- Name should be noted as it appears in machine-readable strip at bottom of biographic page of passport
- Date of birth should be noted as month/day/year
- Read instructions at http://icenter.stanford.edu/depts/j_status.html before starting to enter data into the application form

Funding

- **For initial and transfer requests, funding noted on web form request should be total funding from program start date (expected start of J status) to program end date.**
- **For extensions, funding should be from end date of current DS-2019 to end date you note on web form request.**

Program start date

- Allow enough time for DS-2019 Request to be approved by OPA and processed by Bechtel (8 weeks minimum). Postdoc also needs time to apply for and be granted the visa and arrive. Arrival up to 30 days before program start date is permitted.
- After postdoc's arrival, Bechtel must validate record no later than 30 days after program start date. This is only possible if Bechtel receives arrival confirmation (with U.S. Residence address) by email from postdoc in time to do this. If postdoc can't arrive in time for this to be done, new amended DS-2019 showing later start date must be issued or the record will become invalid.
- Please use realistic start dates to reduce need to re-issue DS-2019 with amended start date.

Requesting an Amended DS-2019

- The J Scholar Visa Request form is available via the Axess portal at <http://axess.stanford.edu>
- Enter your SUNet ID and password and click 'login'
- Then click the J Scholar Visa Request link.
- The main page for J Scholar Visa Requests opens, displaying a menu of available options.
- Select Amend Start/End Dates Before Arrival and click 'Continue'

Information on previous J status required

- You need to indicate whether or not the postdoc has held J status within the past 2 years.
- If yes, indicate in web form request the category and start/end dates of the J status. This information can be found on previously issued DS-2019s. Ask postdoc to provide you with copies of those previous documents.
- If EV is currently in the U.S. in a visa status other than J, note current visa status in web form request

J-1 Transfers

- **Record must be transferred by EV's current institution before current program end date. J1 category cannot change**
- **Obtain copy of EV's current DS-2019 to check program end date and J1 category (category must be Research Scholar)**
- **Note name and email address of foreign scholar advisor at current institution in web form section of DS-2019 request so that Bechtel can contact that advisor and request the transfer.**
- **Note EV's home country address as well as U.S. address.**

How Postdoctoral Scholar Confirms Arrival to Bechtel International Center

- To confirm your arrival, please copy the following fields into an e-mail and send to jarrivalconfirmation@lists.stanford.edu, with the subject of
- “ARRIVAL CONFIRMATION”

- **SEVIS ID NUMBER (SEVIS ID Number in upper right-hand corner of DS-2019, begins with “N”):**
- **LAST NAME:**
- **FIRST NAME:**
- **MIDDLE NAME:**
- **FULL U.S. RESIDENCE ADDRESS (not office or department): (Street, City, State, Zip)**
Note: The SEVIS record can be validated with a temporary U.S. Residence address, and can be updated later. [See Address Changes.](#)
- **PHONE NUMBER:**
- **E-MAIL ADDRESS:**
- **DATE ARRIVED IN THE U.S.:**

Social Security Number Applications

- **Postdocs on Stanford-sponsored J visas should send Arrival Confirmation information to jarrivalconfirmation@lists.stanford.edu as soon as possible after arrival**
- **Advice to Postdoctoral Scholars on Stanford-sponsored J visas:**
 - **Do not apply for SSN earlier than 2 weeks after your SEVIS record has been validated by the Bechtel. The record is validated after you report your U.S. residence address to the Bechtel. You will receive an email confirmation from the Bechtel staff when your SEVIS record is validated. SSN officials cannot see validation of SEVIS record until up to 2 weeks after it has been done. If they can't see activation of record SSN request will be denied.**

Social Security Number Applications

- **SSN officials cannot see SEVIS data directly:**
 - **they receive a separate data feed every two weeks. So, even if Bechtel validates a visitor's SEVIS record today, the SSN officials might not be able to see that the record has been made active until 2 weeks from today. If they cannot see that the record is active, they will deny the SSN request.**

Change of Status

- **Two options to change visa status**
 - **Recommended method – Departure and Re-entry**
 - **By mail**

Change of Status

- Usually post-docs who have started program in F1 status under OPT and will continue program in J status
- Change of status by mail, without departing the U.S., currently takes about 3 months for USCIS to approve. If this option is used, program start date on DS-2019 Request should be day after end date on EAD card if EAD card is expiring in 3 months or less. Program start date should approximate the date when the change of status is expected to be approved. Postdoc should not mail application for change of status earlier than 3 months prior to program start date on DS-2019.
- Change of status by departure and re-entry is recommended. Start date on DS-2019 application should be the expected date of re-entry.
- Please note in Comments section of application if the EV will be changing status and how status change will occur.

How to Determine Eligibility for an H1B for a postdoc?

- Does any of the following apply to the postdoc:
 - ❑ Married to US Citizen
 - ❑ Exhausted 5 years in J-1 status
 - ❑ Pending Permanent Residence application
 - ❑ Holder of an H1B immediately prior to coming to Stanford.
 - ❑ Does the postdoc have a J-1 waiver of the two-year rule?
 - ❑ Is the postdoc currently at Stanford under F-1 OPT?

If yes,

Read carefully both pages of the H1B Request and Review form at <http://postdocs.stanford.edu/admin/pdf-forms/H-1B.pdf>

1. Administrator should attach this form and relevant supporting documentation with the appointment packet. Note in the paperwork your request to proceed with an H1B.
2. OPA will notify Bechtel of approval to proceed with H1B for the postdoc, cc to the administrator.

H1B Policy – cont.

- In some circumstances, extensive evaluation of the request is made by the H1B Review Board:
 - J-1 waiver is obtained
 - Department claims no other qualified candidates for position
 - Postdoc has comparable offer at another institution with a H1B commitment
- If scholar has any visa options other than H1 (i.e. can be on J-1), the H1B is treated as a personal-preference visa. \$900 processing fee applies
- Bechtel processes H1B requests.

Terms and Conditions for all H1Bs at Stanford

1. H1B Visa is for a specific job and can limit the career path of postdoc, defined as employment. No significant change in responsibilities may be possible without obtaining approval from USCIS.
2. The postdoc on an H1B must remain salaried on university grants during the postdoc appointments. That postdoc will be **ineligible to receive fellowships**, such as any externally-competitive national fellowships or others offered at Stanford. You must ensure that sufficient funds are available to support the postdoc during the appointment period.
3. The H1B is specialty occupation Visa and there must be demonstration that special educational preparation is required.
4. The H1B Visa requires that a prevailing wage (market rate) is paid to the postdoc.
5. In case of early termination of postdoc appointment by Stanford, the PI/Department is required to pay for a return airfare home.

Terms and Conditions for all H1Bs at Stanford – cont.

6. The petition fees for H1B applications should be paid by the PI/Department but may be paid by the beneficiary (the postdoc) provided that the salary the postdoc will earn, minus any fees incurred by the postdoc, remains within the required minimum wage for that postdoc.
7. The department chair, division head or Director of Finance and Administration/Administrative Services Manager should be informed and sign off on this commitment.
8. The department administrator must put together and maintain a public access file that contains the following documents, per US regulations:
 1. One certified Labor Condition Application with original signature
 2. One copy of the LCA Cover Pages
 3. Actual Wage Memo
 4. Prevailing Wage Information sheet
 5. Public Access Information sheet

H1B Requests

- Effective March 1, 2010, new changes to the H1B processing are in place for better compliance and centralized record-keeping. Details of the new procedures and the role of the department administrator in this process are described in a memo from the Bechtel International Center, posted on OPA's Administrator Blog at <http://postdocs.stanford.edu/admin/blog/>.
- Changes affect the Labor Condition Application, the I-129 form and the public access file. The current process requiring Postdoc Affairs review and approval of all H1B requests and extensions remains unchanged. Please read Bechtel's memo online at <http://postdocs.stanford.edu/admin/blog/> if you handle ANY H1B petitions. Contact postdocaffairs@stanford.edu or Bechtel if you have questions.

Appointment Processing

- **Appointment is entered into Axxess AFTER the following steps have been completed:**
 - **Submission of complete appointment packet**
 - **Packet has been approved by Assistant Dean or Postdoctoral Services Manager**

Appointment Processing

- **OPA's responsibilities consist of:**
 - **Term Activation in PeopleSoft Student Administration**
 - **Creating Student ID (sent to Postdoc in Approval Email notice)**
 - **Setting up a record in ClearBenefits system**
- **Departments are responsible for Aid-Year Activation and GFS Aid entry**

Postdoctoral Benefits Session

- **Benefits session is mandatory for all new Postdoctoral Scholars and Clinical Fellows**
- **Orientation is held each Thursday between 10:00am and 11:30am in Conference Room 62, Modular A, 1215 Welch Road – unless moved to larger room when > 25 PDs are registered**
- **If enrollment is < 5 PDs, session may be cancelled & attendees asked to return the following week**
- **Postdoctoral Scholars should be registered by the department administrator for the first session directly following their arrival at Stanford**
- **Department Administrator registers scholars for session. Look for emails from Benefits Administrator each month with new links as new sessions are added. Each month has a different sign-up web page.**
- **Deadline for benefits session sign-up is Tuesday at 5:00pm for that Thursday's orientation**

Stipend/Salary Entry & Policy to pay Postdoctoral Scholars

Using GFS

Processing Support for Postdoc– Who does What?

■ OPA's responsibilities:

- ❑ Term Activation in PeopleSoft Student Administration
- ❑ Creating Student ID
- ❑ Setting up a record in ClearBenefits

■ Department responsibilities:

- ❑ ClearBenefits entry of PTAs to charge insurance premiums
- ❑ Aid-Year Activation in GFS; Item-Type Requests for New PTAs
- ❑ Entry of GFS Salary, Stipend and Information-Only lines
- ❑ Collection of I-9 documents and forwarding to Payroll (and follow-up with postdocs on missing I-9 documentation)

Paying Postdoctoral Scholars

- **After Aid Year Activation, pay lines can be entered in GFS using Aid Entry**
- **Postdoctoral Scholars pay**
 - must be supported either by Stanford grants and contracts, training grants, School or departmental fellowship funds, or external fellowships, or by a combination of these sources (administered in GFS).
- **Assist Salary Tab**
 - Use Assist Type RAF if 20 hours or more salary
 - Use Assist Type RAFC if less than 20 hours salary
 - Use Assist Type RAF on each PTA if PTAs are <20 hours but total hours salary ≥ 20 . So 10 PTAs each paying 4 hours salary would all be Assist Type RAF
- **FLSHP Stipend Tab**
 - use if paying stipend
 - use if paid on outside support (enter as an Information Only line)

Paying Postdoctoral Tuition

- A Registration fee of \$125 is charged per term
- Assist TAL Tab—use if paid salary
- FLSHP Tuition Tab—use if paid stipend or by outside support
- Degree-seeking Postdoctoral Scholars having a dual appointment in a MS or PhD program follow alternative guidelines and pay a graduate-level tuition instead of the \$125 fee

KEY DISTINCTIONS

SALARY

- ❑ **ALLOWABLE** cost on research grants/ contracts
- ❑ Subject to rules about employment, tax withholding
- ❑ Fringe Benefits Rate (21.6% in 09-10 for Postdoctoral Scholars with 50% FTE or more appointment)

STIPEND

- ❑ **NOT ALLOWED** on research grants/ contracts, except Training Grants, Fellowships
- ❑ Not employment
- ❑ Not permitted for postdocs on H-1 (employment) visas

Having to change from one to the other can be very painful.

Always try to get it right the first time.

See http://gfs.stanford.edu/pd_indicators.html

Salary and Benefits Rates

- Full Postdoc Benefit Rate (19.8%) will be applied to all salary when salary totals 50% FTE or more (RAF salary lines)
 - e.g. two separate salary lines, each 30% FTE, will each be charged the full benefits rate
- Contingent Benefit Rate (8.3%) will be charged to all salary when salary totals less than 50% FTE (RAFC salary lines)
 - e.g. one salary line for 30% FTE will be charged the contingent benefits rate

The Charge Priority - RAF or RAFC - controls the benefit rate.

Information-Only lines

- Use them when:
 - a postdoc is funded by an outside source, and
 - the money is NOT being processed through Stanford

in order to record the postdoc's funding and ensure compliance with minimum support levels.

Examples of GFS Entries

Stipend with Salary Supplement

- The number of hours salary in GFS cannot be entered arbitrarily as 20 hours. It must be calculated according to the percentage of salary to total compensation being paid out to the Postdoc.

Salary From More Than One Source

- When a Postdoc who is being paid 40 hours salary is paid on funds that come from more than one source, all salary lines must be entered with an Assist Type of RAF.

Determine Stipend/Salary for Postdoctoral Scholar starting October 1, 2009 or later

- **For new appointments, if no postdoctoral research prior to Stanford appointment:**
- Ex: Appointment begins on January 1, 2010 at 0 year 0 month level on salary scale, \$41,805 or by using salary calculator
- On October 1, 2010 postdoc will move to at least the 0 year 9 month level, \$xx,xxx (new October 1, 2010 salary rate.)
- On October 1, 2011 postdoc will move to at least the 1 year 9 month level, \$xx,xxx (new October 1, 2011 salary rate)

Determine Stipend/Salary for Postdoctoral Scholar starting October 1, 2009 or later

- **If prior postdoctoral research before Stanford appointment:**
- Example: Appointment begins on January 1, 2010 and PD received PhD in June 2008 and did 18 months PD research at UC Berkeley from July 2008 to December 2009.
- Starting stipend/salary will be at least the 1 year 6 month level, \$44,018
- On October 1, 2010 postdoc will move to at least the 2 year 3 month level, \$xx,xxx (new October 1, 2010 salary rate)
- On October 1, 2011 postdoc will move to at least the 3 year 3 month level, \$xx,xxx (new October 1, 2011 salary rate)

Determine October 1, 2009 Stipend/Salary using Salary Calculator or Table

- **For continuing appointments, if no postdoctoral research prior to Stanford appointment:**
- Use calculator to determine October 1, 2009 reappointment salary based on month of initial appointment.
- Example: If a postdoc was hired on January 1, 2009 at \$40,785 the October 1, 2009 reappointment minimum stipend/salary is in the table cell in the “Year 0” column and the “9 month” row, \$41,578
- On October 1, 2010 salary will increase to at least the 1 year 9 month level, \$xx,xxx (new October 1, 2010 salary rate)

Determine Stipend/Salary for Postdoctoral Scholar starting October 1, 2009 or later

- **For new appointments, if no postdoctoral research prior to Stanford appointment:**
- Example: Appointment begins on January 1, 2010 at 0 year 0 month level on prorated salary scale, \$41,805
- On October 1, 2010 postdoc will move to at least the 0 year 9 month level, \$xx,xxx (new October 1, 2010 salary rate.)
- On October 1, 2010 postdoc will move to at least the 1 year 9 month level, \$xx,xxx (new October 1, 2010 salary rate)

Determine Stipend/Salary for Postdoctoral Scholar starting October 1, 2009 or later

- **If any postdoctoral research prior to Stanford appointment:**
- Example: Appointment begins January 1, 2010 and PD received PhD in June 2008, then did 18 months PD research at UC Berkeley from July 2008 to December 2009.
- Starting stipend/salary will be at least the 1 year 6 month level, \$44,018
- On October 1, 2010 postdoc will move to at least the 2 year 3 month level, \$xx,xxx (new October 1, 2010 salary rate)
- On October 1, 2011 postdoc will move to at least the 3 year 3 month level, \$xx,xxx (new October 1, 2011 salary rate)

Determine October 1, 2009 Stipend/Salary from Salary Calculator or Table

- **For continuing appointments, if no postdoctoral research prior to Stanford appointment:**
- Use calculator or table to determine October 1, 2009 reappointment salary based on month of initial appointment.
- Example: If a postdoc was hired on January 1, 2009 at \$40,785, the October 1, 2009 reappointment stipend/salary is in the table cell in the “Year 0” column and the “9 month” row, \$42,617
- On October 1, 2010 salary will increase to 1 year 9 month level, \$xx,xxx (new October 1, 2010 salary rate)

Determine October 1, 2009 Stipend/Salary from Salary Calculator or Table

- **For continuing appointments, if any postdoctoral research prior to Stanford appointment:**
- Count years and months of active postdoctoral research (after PhD degree conferral, excluding thesis work to complete PhD research) at prior institution. For example, 1 year and 6 months PD research at another institution:
- If postdoc was hired on July 1, 2009 salary would start at \$42,945

Determine October 1, 2009 Stipend/Salary from Salary Calculator or Table

- **For continuing appointments, if any postdoctoral research prior to Stanford appointment:**
- October 1, 2009 reappointment salary will increase to 1 year 9 month level on prorated salary scale, \$44,583 (1 year 6 months prior research experience + 3 months Stanford PD research)
- October 1, 2010 salary will increase to 2 year 9 month level on prorated salary scale, \$XX,XXX (new October 1, 2010 salary rate)

Stipend/Salary Entry & Policy

- Questions

Salary Calculator

- <http://postdocs.stanford.edu/handbook/salary.html>

<http://postdocs.stanford.edu/handbook/pdfs/Salary%20&%20Appointment%20Calculator%2002010%20Instructions.pdf>

<http://postdocs.stanford.edu/handbook/pdfs/Salary%20&%20Appointment%20Calculator%2002010.xls>

Examples of GFS Entries

Example 1

John Smith is receiving outside fellowship support in the amount of **\$32,000/yr.** The PI has agreed to supplement John's pay by providing another \$10,000/yr of his own funds to be paid by salary, thus bringing John's total compensation to a total of **\$42,000/yr.**

In GFS, the administrator enters the **\$32,000** stipend line. On the salary end, the number of hours must be calculated as follows:

The ratio of salary to total compensation is **$\$10,000 / \$42,000 = 0.238$.**

The proportional number of hours salary is **40 hours x 0.238 = 9.52** or **~10 hours.**

The salary line will be entered as **10 hours** with **Assist Type RAFC.** Since this Postdoc has less than 20 hours salary, he is not eligible for the benefits pool, and a PTA will need to be entered in BISNet to cover insurance costs.

Examples of GFS Entries

Late GFS Entry

- Late GFS entries need to be entered with the originally intended GFS line information, and a one-time payment will need to be processed for the total amount missed.

Late Entries: Missed pay period(s)

- Monthly Stipends
 - Enter in GFS and submit a HelpSU to Payroll
- Assistantship Salary
 - Enter in GFS and submit a One-Time Pay form to Payroll
- Fellowship Tuition
 - Enter in GFS, disbursement happens nightly
- Tuition Allowance
 - Enter in GFS, disbursement happens nightly

Examples of GFS Entries

Example 2

On **August 1st**, Shannon runs the 50% Salary report from ReportMart while completing the July department charges file. She notices that the administrator entered the Benefits Pool PTA in BISNet for Annie Smith. However, Annie is not showing up on the 50% report. She calls the administrator and finds out that Annie Smith's 40-hour salary line was not entered for the whole summer quarter of **7/1/2009 - 9/30/2009**. The administrator needs to do the following:

- The salary line will be entered as **40 hours** salary with **Assist Type RAF** for the period from **7/1/2009** to **9/30/2009**.
- A **one-time payment** needs to be done for the period from **7/1/2009** to **7/31/2009**.

Since this Postdoc is paid at least 20 hours salary AND the appropriate Assist Type has been entered AND since the fringe rate is charged to one-time payments, she is eligible for the Benefits Pool for the month of July.

Retroactive changes

- Monthly Stipends
 - Update GFS AND do an iJournal
- Assistantship Salary
 - Change GFS AND do Labor Distribution adjustment
- Fellowship Tuition
 - No journals – Only update GFS
- Tuition Allowance
 - No journals – Only update GFS

Information Only Lines

- Why?
 - To show accurate record of postdoc compensation
- How?
 - Enter as fellowship (stipend and/or tuition)
 - Check the Info Only box
- Does it still route for approval?
 - Yes, but only to Home Department Approvers

Entering an Information Only Line

[Home](#) > [STF Grad Financial Support](#) > [STF Graduate Financial Support](#) > [Use](#) > **Aid Entry**

[New Window](#)

FLSHP Stipend | **FLSHP Tuition** | Assist Salary | Assist TAL | Work Panel

Jeff Corwin ID: 05057256

Aid Year: 2006	Institution: STANF			
Total Amt	Autumn	Winter	Spring	Summer
TAL Category	PD	PD	PD	PD
All FLSHP Stipend 12000.00	3000.00	3000.00	3000.00	3000.00

Enter Fellowship Stipend														
Entry Quarterly/Notes WF Transaction														
Aid Seq	Ident	Pay Org	Disb Plan	Monthly Amount	Start Date	End Date	Termination Date	Stipend Total	Detail	Info only	Status	Description	Approval Status	
STP001	example	VAAA	NM-Monthly	1000.00	10/01/2005	09/30/2006		12000.00	Detail	<input checked="" type="checkbox"/>	P	Pending	Pending	+ -

[Save](#) | [Return to Search](#) | [Next in List](#) | [Previous in List](#)

[FLSHP Stipend](#) | [FLSHP Tuition](#) | [Assist Salary](#) | [Assist TAL](#) | [Work Panel](#)

Cancel or Terminate

- Was the aid line correct for a period of time, or is it completely incorrect?
- Correct for a period of time = Terminate
- Completely incorrect = Cancel

Cancel or Terminate

- Example of when to terminate
 - Aid line for 10/1-9/30 for \$1850 per pay period
 - Increase to \$2000 per pay period as of 1/1

- Example of when to cancel
 - Aid line for 10/1-9/30 for \$1850 per pay period
 - Should be \$2000 per pay period starting on 10/1

- In both cases, always recalculate the TAL

Tips for Tuition Allowance

- Always recalculate the TAL when changing a salary aid line
- Only use TAL Overrides when absolutely necessary
 - Recalculate instead of adjusting the amount
 - When you do override amount, be sure to **tab twice**, and visually check before clicking OK
- Finish all entries before completing TAL lines

Postdoctoral Scholars: Advances/Reimbursements

- If you are unsure whether the payment should be categorized as reimbursable university business or as student support:
 - Submit HelpSU ticket.
 - Select "Central Office Issues" and then "Customer Outreach for Disbursements."

Postdoctoral Scholars: Advances/Reimbursements

- Travel Expenses: conferences, field trips, research collaborations etc.
 - Advances or Reimbursements made through Travel & Reimbursement – not tax-reportable income. Requires justification from faculty advisor.
- Education-related Expenses
 - Processed in GFS as student support, tax-reportable. Paid as a one-time stipend, either in advance or as reimbursement. May be tax-deductible expenses.

GFS Help

- Submitting HelpSU Tickets
 - Request Category = Administrative Applications
 - Request Type = PeopleSoft GFS
 - Include the Emplid, Name, and Aid Sequence
- PeopleSoft Learning Center
 - <http://peoplesoft.stanford.edu/learningcenter>

GFS Help

- In-Person GFS Help - Friday Open Labs

Users who would like personalized help with their GFS questions, or who would like to go through the online training in a lab setting with a knowledgeable user on hand, are encouraged to attend a drop-in lab:

Days: Every Friday morning

Time: 9:00 - Noon

Where: Arguello Labs, 427 Arguello Way

ReportMart Reminders

- ReportMart1 GFS reports access
 - Access to reports is based on your PeopleSoft security access
 - If you have at least GFS Inquire role in PS, you have access to associated GFS reports in RM1

- Submitting HelpSU Tickets
 - Request Category = Administrative Applications
 - Request Type = ReportMart
 - Include Report Title and Report Number in ticket
 - Include Macintosh or PC user

Useful Postdoc ReportMart1

Reports

- **PS_GFS030 Monthly Postdoc Stipend Report**
 - Process this report by month end date (for the desired pay period) and emplid, plan, account, or dept/school. Displays amount issued, check number, account, etc. Only includes Active postdocs.
- **PS_GFS013 Postdoc 50% Salary Report**
 - Processes all postdocs at once. Displays postdocs who have employment of 50% or greater by month.
- **PS_GFS015 GFS Unapplied Aid Report**
 - The GFS Unapplied Aid Report provides information about students who have received financial support in GFS in excess of charges. The unapplied aid needs to be revised or removed.
- **PS_GFS020 Postdoc Paylevels Report**
 - Process by plan or dept/school, student status, and aid year. Provides GFS aid information for postdocs, including INFO ONLY lines. All postdocs included regardless of aid status.

Questions

Salary Entry/Policy or Others?

Reappointments

- Reappointment Procedures

Reappointments

- During its term, appointment is contingent upon satisfactory performance, programmatic need and existence of funding
- Postdoctoral Scholars are appointed at Stanford for fixed terms
- Appointments are extended by issuance of re-appointment letters
- Letters are required to confirm the period of reappointment and to ensure appropriate salary compensation
- Postdoctoral scholars and their PIs are encouraged to hold meetings periodically to discuss career progress

Reappointments

- Reappointment letters are **REQUIRED** and must be done for all postdoctoral scholars whose initial appointment is extended beyond the initial appointment dates.
- The most up-to-date Reappointment Letter template should always be used and can be found on our Forms page here: http://postdocs.stanford.edu/admin/Reappt_Letter_Template.html

Reappointments and Visa Extensions

- **Visa Extensions can only be made if submitted to OPA in conjunction with a Reappointment Letter**
- **DS-2019 program end date MUST agree with appointment end date on Reappointment Letter – NO exceptions**
- **The most up-to-date Reappointment Letter template should always be used and can be found on our Forms page here: http://postdocs.stanford.edu/admin/Reappt_Letter_Template.html**

Ending Appointments Successfully

Transfers, Change of Status and Terminations

Outline

- Early Termination
- End-of-term Termination
- Transfers to Another Department as Postdoc
- Termination actions and PS, GFS and Tuition
- Termination of Postdocs who also hold other academic appointments at School of Medicine (ie, Instructors)
- Moving into Faculty Position at Stanford
- Moving into Academic Staff (such as Research Associate) Position at Stanford
- Final Q&A

Early Termination Policy

- Early termination clause must be included in all offer letters at Stanford.
- Typical early termination reasons:
 - Programmatic Changes OR Lack of Funding
 - Documented insufficient academic or research progress
 - Determination of misconduct by the postdoc following a formal investigation
- Written notice of early termination should be give at least 30 to 60 days prior to the termination date.
- Principal Investigators should contact the Assistant Dean for Postdoctoral Affairs if there is potential of an early termination action.
- If the postdoc is on a visa, the department administrator must provide a written/e-mail notice of the early termination date to the Bechtel International Center after the Office of Postdoctoral Affairs has been notified.

Early Termination Policy

- Terminations due to inadequate academic progress or performance should follow a process by which:
 1. progress discussions and written evaluation by the faculty PI are made.
 2. Clear articulation (preferably written) of the specific steps to be taken in order to remedy any deficiencies, including the possibility of early termination if those deficiencies remain by a specific date.
 3. Such process takes place several weeks/months in advance of taking this early termination action.
- The language in the Early Termination Notice must follow the standard template on the OPA web site:
http://postdocs.stanford.edu/admin/Sample_Notice_of_Early_Termination.htm

Early Termination of International Scholars

- **Bechtel International Center is under regulatory requirement to provide early termination notice of Postdoc status to the State Department (more than 30 days before visa expiration)**
- **Department administrator must send email advising Bechtel of early termination of any foreign scholar to foreign.scholars@stanford.edu and include the following information:**
 - **Postdoc name**
 - **Termination date**
 - **SEVIS number**
- **Administrators must follow the specific additional requirements for H1B holders are online:**
- **http://icenter.stanford.edu/depts/h_early_termination.html**

Terminations

- Termination form must be received by OPA no later than 2 weeks prior to the termination date; 30 days is preferred
- The form will end registration fees, tuition, and insurance benefits
- The form will NOT end a Postdoctoral Scholar's pay lines in GFS. When you end the pay lines, PLEASE remember to recalculate tuition for future terms, otherwise Unapplied Aid will be generated.
- Any insurance charges incurred for an untimely termination are the responsibility of the department in which the Postdoc is terminating

Transfer of Postdoc to another Lab or Department

- Transfer Forms must be filled out by both departments
- An abbreviated packet must be provided from the new department to OPA. Required documents are:
 - Recommendation Form, Offer Letter, Updated CV
 - For MDs, an updated Patient Care Contact Sheet & if applicable, Immunizations
- System updates cannot be completed until all forms have been received
- Orientation attendance is not required

Terminations & Tuition

- Postdoctoral Scholar appointments ending on 3/31, 6/30, and 9/30 may overlap with the start of the following academic quarter and generate the \$125 tuition fee
- GFS pay is based on financial quarters and TAL is not generated for this final quarter
- To comply with Registrar & OPA policy, and to avoid considerable extra work, the academic record of postdoctoral scholars in PeopleSoft SA will reflect the quarters of an appointment, while the payroll record in PeopleSoft GFS will reflect days paid.
- Please note final quarter of GFS pay and tuition paid on termination form

Terminations & Tuition, example

- A postdoctoral scholar appointed from 7/1/09 to 6/30/10 is shown as paid for Summer, Autumn, Winter & Spring financial quarters in PeopleSoft GFS.
- The dates of the academic postdoctoral appointment are shown as 6/23/09 to 6/21/10 in PeopleSoft SA for Summer, Autumn, Winter & Spring academic quarters.
- Student was paid on his appointment for Summer quarter (6/22/10 to 6/30/10) but was not academically enrolled for Summer quarter.

Termination of Postdoc:

‘If Concurrent Clinical Instructor or Instructor Appointment’

The department’s Faculty Affairs Administrator must notify the School of Medicine Office of Academic Affairs when Postdoc leaves Stanford and provide the reason for the Postdoc’s departure (e.g., resignation, appointment ending, involuntary termination.)

Transfer of Postdoc to Faculty Position:

“If Appointed to a Subsequent Clinical Instructor or Instructor Appointment”

The department must:

1. Submit appointment file to the Office of Academic Affairs (approval will supply PeopleSoft position number);
2. Submit financial documents to Faculty Compensation;
3. Complete workflow transaction;
4. Once the start date of the instructor position is determined, submit the Termination Form to OPA as noted earlier; and
5. Notify Bechtel of the change in the case of foreign scholars.

Transfer of Postdoc to Faculty Position:

“If Postdoc is the Finalist Candidate for a Professorial Vacancy”

The Department must:

1. Identify the PeopleSoft professorial billet from its commitments;
2. Comply with the Office of Academic Affairs’ procedures regarding search (or waiver) and professorial appointment;
3. Submit financial documents to Faculty Compensation;
4. Complete workflow transaction;
5. Once the start date of the faculty position is determined, submit the Termination Form to OPA as noted earlier; and
6. Notify Bechtel of the change in the case of foreign scholars.

Transfer of Postdoc to Academic Staff - Research Position

- Academic Staff are regular staff positions
 - Entitled to the same benefits as regular staff but
 - Not subject to salary ranges like regular staff

- Hiring policy – Waiver of Search Requirement One of the following conditions should apply:
 - Candidate has completed postdoctoral program at Stanford
 - Uniquely qualified candidate
 - Identified by name on a PI's written research proposal submitted to an external funding agency.

Transfer of Postdoc to Academic Staff - Research Position

- Appointment Process
 - PI decides to appoint postdoc to an AS-R position
 - Department gets approval from the department chair
 - Department submits appointment packet to HRG for the School of Medicine, or the School's HRM for H&S; Engineering; Education, Earth Sciences...
 - HRG/HRM sends appointment packet to Dean of Research Office for approval
 - 10 – 15 business days turnaround.

Transfer of Postdoc to Academic Staff Research Position

- Department administrators are responsible for tracking upcoming end dates of postdoctoral scholars in their areas.
- Good business practices are in place when administrators advise faculty on the turnaround time for appointing into a research associate position.
- Timely processing of appointment paperwork requires at least 30 and up to more than 60 days in advance:
 - turnaround is 10-15 business days internally at Stanford
 - additional time, up to 60 days needed, to process visa changes, including new H1B petitions for foreign scholars on J-1 visas.

Certificates

- A Certificate of training experience may be requested on the Termination Form—indicate the highest degree completed
- Certificates are now produced on a quarterly basis
 - January 15th (for terminations between Oct-Dec)
 - April 15th (for terminations between Jan-Mar)
 - July 15th (for terminations between Apr-Jun)
 - October 15th (for terminations between Jul-Sept)
- Administrators are notified by email when the certificate is ready for pick-up or to have them sent via ID mail
- Administrators then acquire signatures from the appropriate faculty members and mail the certificate directly to the Postdoc

Certificate Documentation

- Certificates can only document the Department, and in some cases the Division
- Subspeciality fellowships can only be listed for the very few cases of “super-fellows” with ACGME accredited training (Advanced Training)
- Clinical fellow classifications must be confirmed with *Full Patient Care* initialed on the Patient Care Contact Sheet
- Postdoc certificates can only document the period of time for which a postdoc was directly appointed through OPA and not through GME

Verifications

- Requests for verification of a Postdoctoral training experience can be verified through our office only for the time that the Postdoc was appointed through OPA
- Verification of training through the hospital must be done by the GME office directly or by the department itself

Certificates & Verifications

■ Questions?

Winter Closure – Key Dates & Deadlines

**Last Business Day in 2010 for OPA:
Friday, December 17, 2010**

**OPA Will Be Closed:
December 20 – December 31, 2010**

**OPA Will Reopen:
Monday, January 3, 2011**

Winter Closure – Key Dates & Deadlines

Deadlines to Submit Complete Appointment Paperwork for Processing Before Winter Closure:

Postdoctoral appointees requiring visas – *November 5, 2010* (appointment paperwork and visa)

US citizens or foreign postdoctoral appointees with valid EAD Card – *December 3, 2010*

Winter Closure – Key Dates & Deadlines

Deadline to Submit Any DS-2019 Initial or Extension Requests to OPA for Processing Before Winter Closure:
December 1, 2010

Winter Closure – Key Dates & Deadlines

Arrival Confirmations for International Scholars

Arriving Late November or December 2010:

Must be received by Bechtel by *December 14, 2010*

DO NOT let your postdoc forget and be unable to confirm arrival during Winter Closure

Amendment requests (for program start date changes) must be requested by Department and received at Bechtel by *December 10, 2010*

Upcoming Sessions

- Postdoctoral Administrators Quarterly Meeting
– November 2nd, Clark S360, 10am – 11:30am