

**VISITING POSTDOCTORAL SCHOLAR  
APPOINTMENT CHECKLIST**

**Appointment for:** \_\_\_\_\_

**Requested Start Date:** \_\_\_\_\_

**J-1 Visa Needed?** \_\_\_\_\_ (Yes/No)

**NOTE: If J-1 required, requested start date must be at least two months from date submitted)**

- \_\_\_ 1 Recommendation for Visiting Postdoctoral Scholar Status form
- \_\_\_ 2 Curriculum Vitae and Bibliography
- \_\_\_ 3 Draft Letter of Invitation
- \_\_\_ 4 Documentation to support the source of funds (must be from third party, not letter from candidate)
- \_\_\_ 5 J-1 Visa Application (DS-2019) (copy of information entered on Axess)

Please submit appointment package as one complete PDF.

We cannot review incomplete packages.

If an item does not apply to this package, please submit a written explanation.

If a J-1 visa is **not** needed, the application must be submitted no less than **30 days** before the requested start date.

If a J-1 visa **is** needed, the application and visa request must be submitted no less than **60 days** before the start date.

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Faculty Affairs Contact (**Division**) \_\_\_\_\_ Date \_\_\_\_\_

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Faculty Affairs Contact (**Department**) \_\_\_\_\_ Date \_\_\_\_\_