

## Postdoctoral Scholars and Visiting Scholars Processing Check List

### Instructions:

1. Submit documents to Esther Chang, UCLA Graduate Division, 1237 Murphy Hall, MC 141901.
2. Allow 5-7 business days for processing.
3. We will only process appointments with complete and accurate paperwork. Missing or incorrect information will delay the application.

### Postdoctoral Scholars

#### New Appointments

1. Enter appointment into EDB
2. Submit the following documents to the Graduate Division:
  - Notice of Appointment
  - Appointment Form
  - Personal Data Form
  - Statement of Objective
  - CV
  - Proof of Doctoral Degree
  - Proof of Insurance (if not enrolled through UCLA)

#### Extension Appointments

1. Enter Extension dates into EDB
2. Submit the following documents to the Graduate Division:
  - Notice of Appointment
  - Appointment Form
  - Annual Evaluation

#### Raises/Revisions of Dates

1. Enter data into EDB
2. Submit the following documents to the Graduate Division:
  - Notice of Appointment
  - Appointment Form
  - Annual Evaluation

#### End Forms

1. Enter separation from EDB
2. Submit the following documents:
  - Appointment Form with end date
  - Annual Evaluation
3. If you would like a certificate of completion, please attach to end form.

### Visiting Scholars

#### New Appointments

Submit the following documents to the Graduate Division:

- Appointment Form
- CV
- Statement of Objective

Remember to fill out the FAU and obtain an authorized signature for the BruinCard.

#### Extension Appointments

Submit the following documents to the Graduate Division:

- Appointment form

Please do not fill out or sign FAU portion if a BruinCard has already been issued.

#### Raises/Revisions of Dates

Submit the following documents to the Graduate Division:

- Appointment form

Please describe the change on another sheet of paper or in the comments box.

#### Certificate of Completion

Complete request form, obtain signatures.

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#### Appointment Guidelines and Forms for Postdoctoral Scholars

<http://www.gdnet.ucla.edu/gss/postdoc/frmsintro.htm>

#### Appointment Guidelines and Forms for Visiting Scholars

<http://www.gdnet.ucla.edu/gss/postdoc/frmsintrovsv.htm>