

## Departmental Checklist – New Appointment – Postdoctoral Research Fellow (PDRF)

### **Preapproval**

Please include the following attachments:

- CV
- Award/Grant Notification in English
- Currency Conversion if award is not in U.S. dollars

Please allow five business days for review. You will receive email notification when preapproval has been granted. Then you can proceed with approval (see below).

### **Approval**

Please include the following attachments:

- Proof of Education (showing they have a Ph.D.)
  - EITHER HireRight Education Background Check if it shows Ph.D.
  - OR diploma, transcript that denotes Ph.D. was earned, or letter from dean, graduate school or registrar stating Ph.D. has been completed. (Proof of Ph.D. cannot be at the department level. Proof of dissertation acceptance is not proof of Ph.D.)
- Visa Paperwork if candidate has a US Citizenship Status of ‘International’
  - Visa Information Form
  - Copy of passport biodata page. (The page in the passport with name, date of birth, passport number, expiration date, etc.)
  - Any other documents that the Visa Information Form requests for applicant's circumstance