

POSTDOCTORAL SCHOLAR REQUEST FORM (PRF)

Use this form to request Postdoctoral Scholar appointments without recruitment

For detailed instructions on completing this form, please use this link.

CANDIDATE INFORMATION									
Name: (Last, First):					Department:				
Email:					Supervisor/PI:				
Visa Type:			<input type="checkbox"/> Visa Not Required		Visa Status:				
Ph.D. Conferral Date:					Ph.D. Institution:				
Previous Post-Ph.D. Research Experience:					Position Number:				
Direct Transfer from UC/LBNL:		Yes	No	If yes, Postdoc Hire date at other UC/LBNL:					
REQUESTED ACTION									
	Current CV	VSPA Gateway Application	Proof of PhD ¹	Memo of Support	Funding Information	Signed Review	¹ Accepted documentation for proof of PhD: (1) Copy of certificate, or (2) Verification from home institution's Graduate Division or Registrar that requirements have been met with an anticipated date of degree conferral.		
<input type="checkbox"/> Initial	X	X	X						
<input type="checkbox"/> Extension	X	X				X			
<input type="checkbox"/> Merit	X	X		X					
<input type="checkbox"/> Title Change		X			X				
<input type="checkbox"/> Transfer	X	X	X						
TITLE & SALARY INFORMATION*									
Title: Postdoctoral Scholar –			Type:			FTE: %			
Level:	Start Date:	End Date:	Auto-End Job:		<input type="checkbox"/>	Annual Salary:			
Level:	Start Date:	End Date:	Auto-End Job:		<input type="checkbox"/>	Annual Salary:			
TITLE & SALARY INFORMATION – (IF NEEDED)									
Title: Postdoctoral Scholar –			Type:			FTE: %			
Level:	Start Date:	End Date:	Auto-End Job:		<input type="checkbox"/>	Annual Salary:			
Level:	Start Date:	End Date:	Auto-End Job:		<input type="checkbox"/>	Annual Salary:			
WORK LOCATION					ANNIVERSARY DATE				
RESEARCH DUTIES									
NOTES									
FUNDING INFORMATION*									
*Please Note: Future rates might increase from the originally stated salary.									
E-Verify	Distribution %	Agency	Agency Type	GLBU	Fund	Org/Dept.	Program	Chartfield 1	Chartfield 2
<input type="checkbox"/>									
<input type="checkbox"/>									
Chartstring for Visa Fees:					Fed-Ex Speed Type:				
APPROVALS									
Attach email approval if needed in lieu of signature approval below									
Preparer:			Signature:			Date:			
Fund Officer Name:			Signature:			Date:			
Faculty Sponsor Name:			Signature:			Date:			
Department/Unit Name:			Signature:			Date:			
Dean/ VC Name:			Signature:			Date:			