For detailed instructions on completing this form, please [use this link](https://regionalservices.berkeley.edu/sites/default/files/postdoc-request-form-instructions.pdf).

|  |
| --- |
| **CANDIDATE INFORMATION** |
| **Name: (Last, First):** Click here. | **Department:** Click here. |
| **Email:** Click here. | **Supervisor/PI:** Click here. |
| **Visa Type:**  | Choose item. | [ ]  Visa Not Required | **Visa Status:** Click here. |
| **Ph.D. Conferral Date:** MM/DD/YYYY | **Ph.D. Institution:** Click here. |
| **Previous Post-Ph.D. Research Experience:** (in months) | **Position Number:** Click here. |
| **Direct Transfer from UC/LBNL:**  | Choose an item. | **If yes, Postdoc Hire date at other UC/LBNL:** MM/DD/YYYY |
| REQUESTED ACTION |
|  | **Current CV** | **VSPA Gateway Application** | **Proof of PhD1** | **Memo of Support** | **Funding Information** | **Signed Review** |  |
| [ ] Initial | X | X | X |  |  |  | *1Accepted 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.* |
| [ ] Extension | X | X |  |  |  | X |  |
| [ ] Merit | X | X |  | X |  |  |  |
| [ ] Title Change |  | X |  |  | X |  |  |
| [ ] Transfer | X | X | X |  |  |  |  |
| TITLE & SALARY INFORMATION\* |
| **Title:** Postdoctoral Scholar – Choose item. | **Type:** Choose item. | **FTE:** Click here. %  |
| **Level:** Choose item. | **Start Date:** MM/DD/YYYY | **End Date:** MM/DD/YYYY | **Auto-End Job:** [ ]  | **Annual Salary:** $##,###.## |
| **Level:** Choose item. | **Start Date:** MM/DD/YYYY | **End Date:** MM/DD/YYYY | **Auto-End Job:** [ ]  | **Annual Salary:** $##,###.## |
| *TITLE & SALARY INFORMATION – (IF NEEDED)* |
| **Title:** Postdoctoral Scholar – Choose item. | **Type:** Choose item. | **FTE:** Click here.% |
| **Level:** Choose item. | **Start Date:** MM/DD/YYYY | **End Date:** MM/DD/YYYY | **Auto-End Job:** [ ]  | **Annual Salary:** $##,###.## |
| **Level:** Choose item. | **Start Date:** MM/DD/YYYY | **End Date:** MM/DD/YYYY | **Auto-End Job:** [ ]  | **Annual Salary:** $##,###.## |
| **WORK LOCATION** | **ANNIVERSARY DATE** |
| Building, Floor, & Room | Month Day (ex. January 5) |
| RESEARCH DUTIES |
| Click here |
| NOTES |
| Click here |
| FUNDING INFORMATION\* |
| **\*Please Note: Future rates might increase from the originally stated salary.** |
| **E-Verify** | **FTE %** | **Agency** | **Agency Type** | **GLBU** | **Fund** | **Org/Dept.** | **Program** | **Chartfield 1** | **Chartfield 2** |
|[ ]  ###% | Click here. | Choose | Choose | Click here. | Click here. | Click here. | Click here. | Click here. |
|[ ]  ###% | Click here. | Choose | Choose | Click here. | Click here. | Click here. | Click here. | Click here. |
| Chartstring for Visa Fees: Click or tap here to enter text. | Fed-Ex Speed Type: Click or tap here to enter text. |
| APPROVALS |
| Attach email approval if needed in lieu of signature approval below |
| **Preparer:** | Click here. | **Signature:** |  | **Date:** | MM/DD/YYYY |
| **Fund Officer Name:** | Click here. | **Signature:** |  | **Date:** | MM/DD/YYYY |
| **Faculty Sponsor Name:** | Click here. | **Signature:** |  | **Date:** | MM/DD/YYYY |
| **Department/Unit Name:** | Click here. | **Signature:** |  | **Date:** | MM/DD/YYYY |
| **Dean/ VC Name:** | Click here. | **Signature:** |  | **Date:** | MM/DD/YYYY |