

## APPOINTMENT GUIDE

Appointment Forms: <https://cheme.mit.edu/resources/administrative-resources/>

**It is the responsibility of each AA to know when each appointment will end** and to ask their Faculty if they wish to extend it. Each time you process a new appointment, you might want add a task reminder or make a notation on your calendar so you know to start the paperwork a few months before the current appointment is due to expire.

### Outline of Appointment Process

When you are asked to process a new appointment, you first need to send a copy of applicant's CV to HR so they can figure out the proper salary range based on applicant's experience. If the faculty already has a salary in mind, check with HR to be sure it meets the NIH minimum requirement (also see Postdoc salary link above).

When filling out the forms (listed below by appointment type), it is helpful to keep your own checklist to keep track of each piece of documentation. All paperwork goes to HR Rep, who will let you know when you (or your faculty) can send the applicant the invitation letter (with HR Rep cc'd).

Most international workers and students who are on a visa already know what they will need for their visa. HR will work with candidate if necessary (confirm with HR that they know applicant will be on a visa). Someone coming straight from school may already have an F1 visa, which means that the appointment can happen quickly. For those that need a J1 visa, it can take up to 3 months, according to the International Scholars Office.

The HR Rep confirms that the Visa is in place and sends the documentation to Professor Paula Hammond for departmental approval. HR Rep then sends the applicant instructions for uploading necessary documents to the International Scholars Office (AA's are not involved in this), and it will take about 30 days for the International Scholars Office to issue the DS-2019 form. HR will contact you to pick up the forms so you can FedEx them to the candidate. Inside the FedEx form under "Shipment Notifications", add the recipient's and your email address so you can both follow the progress of the document as it makes its way to the applicant.

**Visa Information:** AA indicates on the appointment checklist whether the candidate requires a visa. For visas being sponsored by MIT, i.e. a J1 visa, HR will initiate the visa process online and notify the applicant to submit his/her pieces of the process in the online portal. At that point, the International Scholars Office reviews the application and notifies HR and/or the applicant if more information is required. For current employees who need to be extended, there is a different visa document that the employee completes and submits through HR to the International Scholars Office. Please note that in order to extend a visa, HR needs to have

paperwork from the department stating that the appointment is being extended. The J1 visa is the one most often sponsored by MIT. Once the International Scholars Office provides the necessary approval, they send to HR the DS-2019 form, which the candidate needs in order to get the J1 visa. The AA will be notified by HR when the form is ready for pick up, and the AA should FedEx the form to the candidate.

**F1 OPT/STEM Visa:** After a student finishes graduate school they can apply for Optional Practical Training (OPT). This provides them with an Employment Authorization Document (EAD card) to use for work authorization. The student applies for this on their own with the sponsoring school where they just graduated, so it is not something we need to worry about. The International Students Office (ISO) at their home university should inform them that they need to apply for this if they plan to apply for a job after they graduate. Before a new hire starts in ChemE, HR sends them a welcome email letting them know about checking in with their office.

**STEM OPT Visa Extension:** MIT ISO requires a letter on institute letterhead signed by HR verifying the following. HR may ask for a brief job description from faculty.

- Verifying that the employer is enrolled in E-Verify (provide E-Verify number if possible)
- Employer's name and complete address (including zip code)
- Supervisor's name, title, and contact information (e-mail and phone number)
- Employment start date
- Job title and description of how the employment is directly related to your primary field of study.

**J1 Visa:** Usually once HR receives the paperwork for the appointment, they reach out to the visitor about their visa needs.

**Visas for Unpaid Appointments:** The International Scholars Office has stated that "In order to hold an MIT appointment – paid or unpaid – a foreign national in the US must have work authorization."

### **POSTDOCTORAL ASSOCIATE FORMS (due to HR 3 months before appointment starts)**

1. Appointment Checklist for Postdoc Associates. Add account number (it will not be charged), Salary, and Research/Purpose of Visit), dates of appt. and visa status.
2. Invitation Letter. You can send this to Postdoc (with faculty's signature) after HR gives you the green light.
3. Updated CV (ask applicant for updated copy) and send to HR ASAP.
4. Mentor Plan (written by faculty, HR will send it out).
5. Two Letters of Recommendation (ask applicant).
6. Proof of PhD Completion (ONLY they are a recent PhD Graduate)
7. English Proficiency Form (ONLY if they have J1 Visa; not if they are on an OPT-F1).
8. Initial Meeting Form – Optional (send to faculty for day Postdoc arrives).
9. Send salary guideline link (they can discuss appropriateness with HR):  
[postdocs.mit.edu/home/postdoctoral-position/vice-president-research-statement-salary-and-benefits](https://postdocs.mit.edu/home/postdoctoral-position/vice-president-research-statement-salary-and-benefits)
10. Set task reminder for ~2.5 months before appointment ends to ask about extension.

### **POSTDOC EXTENSION FORMS (due to HR ~2 months before appointment ends)**

1. **Important:** Postdocs should contact HR if their Visa is going to expire during their appointment so they can work on their extension (for both J-1 and F-1 visas). They normally receive reminders up to 60 days prior from the I-9 office and should know it is important that they take care of this!
2. Checklist: HR needs this for the International Scholars Office to start the visa extension process (if applicable).
3. Extension Letter (contingent upon Visa renewal). You can send this to Postdoc (with faculty's signature) after HR gives you the green light.
4. Updated CV (ask Postdoc for updated copy).
5. Annual Review Form.
6. Set task reminder for ~2 months before appointment ends to ask about extension.

7. Fifth year extensions: A 5<sup>th</sup> year waiver is needed for all postdocs, but please note that the J1 visa-holder's years of experience is calculated differently because their entire postdoc experience is counted, not just their MIT experience – ask HR for guidance!

### **POSTDOCTORAL FELLOW FORMS (due to HR 3 months before appointment starts)**

1. Appointment Checklist for Postdoc Fellows. Include account number (it will not be charged), salary, and research/purpose of visit, dates, funding source, visa status).
2. Invitation Letter. You can send this to Postdoc (with faculty's signature) after HR gives you the green light.
3. CV (ask applicant for updated copy), and send to HR rep.
4. Mentor Plan (written by faculty; same form as Postdoc Associate).
5. Two Letters of Recommendation (ask applicant).
6. Proof of Ph.D. Completion (ONLY if recent PhD Graduate).
7. English Proficiency Language Form (For J-1 visa only; same form as Postdoc Associate).
8. Proof of Fellowship: Generally a letter from funding source; usually the Finance team member who monitors the department's sponsored accounts is involved and can assist.
9. Initial Meeting Form (send to faculty for day Postdoc arrives).
10. Set task reminder for ~2.5 months before appointment ends to about extension.

### **VISITING STUDENT FORMS (due to HR 3 months before appointment starts)**

1. Student must currently be enrolled in school (send CV to HR if you are not sure if the person qualifies). US Immigration Dept has very specific requirements.
2. Visiting Student Request Form.
3. Letter of Invitation (goes to HR, not visiting student; HR sends once an ID number is generated along with instructions to student).
4. Bio page of student's passport.
5. English Proficiency Form.

6. HR will then work on getting an MIT ID and give help student upload documents to the International Students Office. When application is complete, ISO will issue their DS-2019 Form which they need to obtain their visa (you will FedEx form to student).
7. Student J1 Visa Expenses.
8. Visiting Student Charges Form.
9. There is a \$1,000 processing fee to be paid by the MIT hosting faculty, research funds may not be used. Also ask HR about monthly living expense requirements.

### **RESEARCH AFFILIATE, VISITING SCIENTIST, VISITING SCHOLAR FORMS**

**(due to HR ~2.5 months before appointment starts or more depending on visa needs)**

1. Appointment Request Form (for Research Affiliates, Visiting Scientists, Visiting Scholars). Research Affiliates must answer question 4 on this form and clearly state how their work at MIT is distinct and different from their regular job!
2. Provide updated CV (send to HR so they can determine type of appointment, salary).
3. Invitation Letter (Visiting Sci-Scholar Invitation Letter). You can send this to Visitor (with faculty's signature) after HR gives you the green light.
4. Sign the "Invention and Proprietary Info Agreement" (IPIA) form.
5. English Proficiency Form (only necessary for J1 visas, not OPT-F1 visas).
6. Set task reminder for ~2.5 months before appointment ends to ask about extension.