



Appointment Checklist for **Postdoctoral Associates**

Department: Chemical Engineering

Date: Faculty Member: Person Preparing Form:

Appointment Information

Type:

- New Hire
- Extension
- Appointment Change
- Transfer from:

Visa Status:

- US Citizen/Permanent Resident
- J-1
- F1: OPT/STEM
- H-1B
- TN

Name: Appointment Dates Requested From: To:

Funding

Salary: Account #:

Postdoc Contact Information

Email Address: Room #:

Department Requirements Attached: New Hire

- Copy of bio page of passport
- Invitation Letter
- CV
- Mentor Plan
- 2 letters of Recommendation (if recent MIT grad-not needed)
- Proof of PhD completion (recent PhD graduates)

Extension

- Extension Letter
- Updated CV
- Annual Development Review

If **J1 visa request** include English Language Proficiency Form

Research/Purpose of Visit:

Comments/Special:

Screened By: _____ Department Head Approval: _____