

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)

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

Extension

- ☐ Extension Letter
- ☐ Updated CV
- ☐ Annual Development Review

Research/Purpose of Visit:

Comments/Special:

Screened By: _____ **Department Head Approval:** _____