

Appointment Checklist for **Postdoctoral Fellows**

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

Outside Funding From:

(Foundation/Agency Providing Support)

Amount from Fellowship:

☐ Fellowship Paid Through MIT, Account #:

☐ Fellowship Paid Directly to Postdoc

If not meeting NIH minimum, PI providing funding of: Account #:

If fellowship does not provide support for health insurance, PI providing support of:

- ☐ Paid directly on non-research account:
☐ Paid as stipend on cost object:

Postdoc Contact Information

Email Address: Room #:

Department Requirements Attached:

New Hire

- ☐ Copy of the bio page of passport
☐ CV & Invitation Letter
☐ 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
☐ Proof of Fellowship (ex. Fellowship Letter)

Extension

- ☐ Extension Letter
☐ Updated CV
☐ Annual Development Review
☐ Proof of Fellowship

Research/Purpose of Visit:

Comments/Special:

Screened By: Department Head Approval: