

Office of Postdoctoral Scholars and Visiting Scholars Services Processing Check List

Instructions:

1. Submit documents to Mike Flaxman, Office of Postdoctoral and Visiting Scholar Services (OPVSS), 1255 Murphy Hall, MC 142801.
2. Allow 5-7 business days for processing.
3. We will only process appointments with complete and accurate paperwork. Missing or incorrect information will delay the application.

Postdoctoral Scholars

New Appointments

1. Enter appointment into EDB
2. Submit the following documents:
 - [UAW Deduction Authorization Form](#)
 - [Offer Letter](#)
 - [Appointment Form](#)
 - [Personal Data Form](#)
 - Statement of Objective
 - CV
 - Proof of Doctoral Degree
 - Proof of Insurance (if not enrolled through UCLA)
 - Proof of Funding (if scholar is receiving outside funding as a Paid-Direct)
 - Form 10 (for 3253-fellows only)

Reappointments

1. Enter Reappointment dates into EDB
2. Submit the following documents:
 - [UAW Deduction Authorization Form](#)
 - [Offer Letter](#)
 - [Appointment Form](#)
 - [Annual Evaluation](#)
 - Form 10 (for 3253-fellows only)

Revisions

(changes to funding level, classification, appointment period, department or mentor)

1. Enter data into EDB
2. Submit the [Appointment Form](#)

Exceptions

(needed for less than 100% appointment, early separations, less than a 12-month appointment, more than five years as a postdoctoral scholar)

1. Submit an [Exception Request Form](#)

Visiting Scholars

New Appointments

1. Submit the following documents:
 - [Appointment Form](#)
 - CV
 - Statement of Objective
 - Signed [Oath and Patent Acknowledgement Form](#)
2. Apply online for a BruinCard and UID at www.bruincard.ucla.edu; select Guest/Affiliate in the Forms section.

Reappointments

Submit the following documents to OPVSS:

- [Appointment Form](#)
- Signed [Oath and Patent Acknowledgement Form](#) (if none on file at OPVSS)
- Apply online for BruinCard renewal at www.bruincard.ucla.edu; select Guest/Affiliate in the Forms section.

Revisions

1. Submit the [Appointment Form](#)
2. Please describe the change on another sheet of paper or in the comments box.

Postdoctoral Scholars Appointment Guidelines and Forms

<http://www.gdnet.ucla.edu/gss/postdoc/frmsintro.htm>

Postdoctoral Scholar Appointment Form Step-by-Step Instructions

<http://www.gdnet.ucla.edu/ucla/gss/pdenrolinst.pdf>

Visiting Scholars Appointment Guidelines and Forms

<http://www.gdnet.ucla.edu/gss/postdoc/frmsintrov.htm>