

Form to be completed in its entirety by the nominated postdoctoral scholar

Name: _____ Social Security Number*: _____

Date of Birth: _____ / _____ / _____ Sex: Male Female
(Month/Day/Year)

Mailing Addresses: Please check box to indicate address, to which correspondence should be sent.

Local: _____

 City State Zip
 Phone Email

Permanent: _____

 City State/Country Zip/Postal Code

Residency Status:

Federal: U.S. Citizen Non-U.S. Citizen on **F** or **J** visa (please circle) U.S. Permanent Resident Non-U.S. Citizen on other visa, please specify: _____
 If **Non-US Citizen**, specify country of citizenship: _____
CA State: Resident Nonresident

Ethnicity:

American Indian/Alaskan Native East Indian/Pakistani Latino/Other Spanish-American White/Caucasian
 Black/African-American Filipino/Filipino-American Other Asian Decline to State
 Chicano/Mexican-American Japanese/Japanese-American Pacific Islander Other (please specify): _____
 Chinese/Chinese-American Korean/Korean-American Vietnamese

Doctoral Degrees Earned (e.g., Ph.D., M.D., additional doctoral degrees or their foreign equivalents):

Degree	Institution	Location	Date Awarded
_____	_____	_____	_____
_____	_____	_____	_____

Previous Postdoctoral Appointments:

Dates of Appointment	Institution	Research Area	Name of Faculty Mentor
_____	_____	_____	_____
_____	_____	_____	_____

Recruitment: How were you recruited to the proposed UCLA postdoctoral appointment?

Advertisement (Journal _____) Recommendation to mentor by dissertation advisor Other _____

Career Goals: What is your primary career goal upon completion of your UCLA postdoctoral appointment?

Faculty Position Other University Research Position Clinical Practice Industry Other _____

Required Attachments: Please submit the following documents with this application.

Curriculum Vitae Statement of Objective Evidence of Completion of Doctoral Degree

Applicant's Certification: I hereby apply for appointment as a postdoctoral scholar at UCLA. I certify that the information provided on this form is true, accurate, and complete. I understand that any false or incomplete information may be grounds for denial of appointment, or if discovered after appointment, for retroactive termination of postdoctoral scholar status.

 Signature of Applicant Date

* Please see attached disclosure for privacy notification

Privacy Notification

UCLA Postdoctoral Scholar Personal Data Sheet

The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security number is mandatory pursuant to the authority of the Regents of the University of California under Article IX, Sec. 9 of the California Constitution. This record keeping system was established prior to January 1, 1975. The Social Security number is used to verify your identity.

The University of California in compliance with Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age of Discrimination Act of 1975, does not discriminate on the basis of race, color, national origin, sex, disability, or age in any of its policies, procedures or practices: nor does the University discriminate on the basis of sexual orientation. This nondiscrimination policy covers admission and access to, and treatment and employment in, University programs and activities, including but not limited to academic admissions, financial aid, educational services, and student employment.

Inquiries regarding the University's equal opportunity policies may be directed to the UCLA Campus Counsel, 3149 Murphy Hall, 405 Hilgard Avenue, Los Angeles, California 90024-1405. Speech and hearing impaired persons may call TDD 310.206.6083. Inquiries regarding Americans with Disabilities Act or 504 Compliance may be directed to Douglas Martin, Special Assistant to the Chancellor, 405 Hilgard Avenue, Los Angeles, California 90024-1405, 310.825.2242 Voice/CRS or 310.206.3349 TDD.

The principal purpose for requesting the information on this form is to comply with campus-wide regulations concerning the enrollment of Postdoctoral Fellows with the Graduate Division. University policy authorizes maintenance of this information. Furnishing all information required in this form is mandatory – failure to provide such information will delay or may even prevent completion of the action for which the form is being completed. Information furnished on this form may be used by various University departments for statistical analysis, payroll and accounting purposes and will be transmitted to the state and federal governments, if required by law. You have the right to review personal information maintained about you in accordance with University policy and may contact either the office of record maintaining such information or the Office of Records Management and Information Practices, 2330 Murphy Hall, for more information concerning your rights. The office responsible for maintaining the information contained on this form is the Vice Chancellor – Graduate Programs, Graduate Division, 1237 Murphy Hall, University of California, Los Angeles, California, 90024-1419.

Conditions of Enrollment as a UCLA Postdoctoral Scholar

Postdoctoral Scholar Definition and Eligibility: Qualified individuals may be appointed by the Graduate Division to postdoctoral scholar status upon the recommendation of a department chair or director of an academic unit and faculty sponsor. Opportunities and facilities of the University are made available to scholars who wish to continue advanced study and research under faculty guidance. Postdoctoral scholar standing, which does not lead to any degree, is normally for a period of one to three years and, in accord with University of California policy, is limited to a period not to exceed five years.

A postdoctoral scholar is one who: has been awarded a doctoral degree or the foreign equivalent where at least three years of undergraduate study are prerequisite to admission to the graduate program; has been awarded a fellowship, traineeship, or equivalent support (including academic appointments such as postgraduate researcher [PGR]) for studies at the postdoctoral level; is pursuing a program of research and training under the direction of a faculty member with the approval of the department or research unit, and by the Dean of the Graduate Division.

Financial Support: Postdoctoral fellows are eligible to receive University administered funds in the form of a fellowship or traineeship award, or a salaried appointment. The type of support is determined by the terms stipulated by the funding agency and is categorized as either a stipend or salary.

Health Insurance: As a condition of enrollment as a postdoctoral scholar, UCLA requires that all scholars have evidence of adequate medical insurance coverage. If not enrolled in a plan as an eligible UC-employee or the UC Postdoctoral Scholar Benefits Plan, the scholar is required to provide proof of existing outside coverage.

Privileges and Courtesies: Upon approval of the postdoctoral appointment, the scholar is sent a letter of invitation from the Dean of the Graduate Division, which is used to obtain an identification card (known as the BruinCard). Postdoctoral scholars are entitled to use all of the libraries on campus. The **BruinCard** functions as the library card. Postdoctoral scholars are not students; therefore, they do not pay fees, nor do they register with the Office of the Registrar. With the exception of summer school classes, postdoctoral scholars may audit courses and seminars with the consent of the instructor. No academic credit is given. If scholars wish to take regular University courses and receive credit, they are required to seek admission to the University and pay the normal student registration fees; status as a postdoctoral scholar is then terminated.

Within University policy, scholars may be granted use of laboratory and other University facilities at the discretion of the departments involved. In many departments, however, space is limited and offices cannot be provided.

The Graduate Division will provide lending agencies with a letter outlining the dates of appointment and the UC definition of a postdoctoral scholar for **defement of student loans**. Because postdoctoral scholars are not considered the equivalent of full-time registered students, the Graduate Division cannot sign student loan deferral forms.

Upon written request from the scholar's faculty supervisor and the department chair, a **Certificate of Postdoctoral Study** may be issued to confirm completion of the program of research and training.

Instructions for Completing the Postdoctoral Scholar Personal Data Form

Please complete form with as much detail as possible.

Mailing addresses: Include both local and permanent addresses and identify to which address correspondence should be mailed.

Residency Status: If Non-US citizen, please indicate visa type and country of citizenship and permanent residency (if different).

Required Attachments: Please submit this form, along with the required supporting documents to the sponsoring department, to complete the application.

- § **Curriculum Vitae:** Include the most current copy of the curriculum vitae, detailing both academic and professional achievements.
- § **Statement of Objective:** statement should describe in 250 words or less the research and training objectives of the postdoctoral scholar's proposed appointment.
- § **Evidence of Completion of the Doctoral Degree:** attach copy of diploma or an official statement from the awarding institution certifying completion of all requirements for the Doctor of Philosophy (Ph.D.). Certification of all other doctoral degrees is not required.

Applicant's Certification: Please sign and date the document. As soon as it has been completed, please return with all required attachments to the sponsoring department to complete submission of the appointment request with the Graduate Division