



# 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:** \_\_\_\_\_