5.10.2 Converting to Postdoctoral Status: Implementation

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1. Appointment Processing

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All forms described below, with the exception of visa forms, are available from the Office of Postdoctoral Affairs (OPA) web site [1]. Visa request forms are available from the Bechtel International Center web site [2].

See also the checklist for the appointment of Postdoctoral Scholars [3].

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provides postdoc information sheet to the intended postdoctoral scholar.</td>
<td>Department</td>
</tr>
<tr>
<td>2. Prepares offer letter (see template on Postdoc web site [4]) for signature by both faculty sponsor and postdoc.</td>
<td>Department</td>
</tr>
<tr>
<td>3. Completes Department Recommendation Form for signature by faculty sponsor and department chair.</td>
<td>Department</td>
</tr>
<tr>
<td>4. Gathers from the intended Postdoctoral Scholar a copy of the diploma, CV or resume, and proof of support.</td>
<td>Department</td>
</tr>
<tr>
<td>5. For international postdocs, completes the necessary visa request (DS-2019 form) available from the Bechtel International Center web site [2].</td>
<td>Department</td>
</tr>
<tr>
<td>6. If initially appointed in F-1/OPT status, converts to another status (preferably J-1) upon expiration of F-1. This is done either by US Mail (6 months) or by return to home country and US reentry for visa stamp.</td>
<td>Postdoc</td>
</tr>
</tbody>
</table>
7. If appointed in the School of Medicine with M.D. or certain Psychology degrees, gathers the following:
   - Patient Care Contact Form
   - Immunization Record
   - CA Medical License for those who will have patient contact
   - Agreement form for physical services to be provided outside of the terms of this appointment (See Postdoc web site for language).

8. Provides a complete appointment package, including all of the above, to the Office of Postdoctoral Affairs at least three months before the anticipated start date and advises trainee of required training, if any.

9. Reviews package for completeness.

10. For international postdocs, approves the visa request and forwards to the Bechtel International Center.

11. Upon arrival on campus, registers the postdoc for a Postdoc Orientation briefing conducted by the Office of Postdoctoral Affairs.

12. After registration and prior to initial orientation briefing, enters the postdoc appointment in PeopleSoft SA for the term dates indicated.

13. After the PeopleSoft SA record is entered, Term Activates the postdoc to establish the appropriate tuition billing.

14. In the case of the appointment of a graduating Stanford doctoral student, terminates the doctoral program upon degree completion.

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