

# Stanford

Published on *Graduate Academic Policies and Procedures* (<https://gap.stanford.edu>)

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## 5.10.2 Converting to Postdoctoral Status: Implementation

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## 1. Appointment Processing

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

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

PROCESS STEPS	RESPONSIBILITY
1. Provide postdoc information sheet to the intended postdoctoral scholar.	Degree Program
2. Prepare offer letter (see template on <a href="#">Postdoc website</a> [4]) for signature by both faculty sponsor and postdoc.	Degree Program
3. Complete Department Recommendation Form for signature by faculty sponsor and department chair.	Degree Program
4. Gather from the intended Postdoctoral Scholar a copy of the diploma, CV or resume, and proof of support.	Degree Program
5. For international postdocs, complete the necessary visa request (DS-2019 form) available from the <a href="#">Bechtel International Center website</a> [2].	Degree Program
6. If initially appointed in F-1/OPT status, convert 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.	Postdoc

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	If appointed in the School of Medicine with M.D. or certain Psychology degrees, gather the following:	
7.	<ul style="list-style-type: none"> <li>• Patient Care Contact Form</li> <li>• Immunization Record</li> <li>• CA Medical License for those who will have patient contact</li> <li>• Agreement form for physical services to be provided outside of the terms of this appointment (see Postdoc web site for language).</li> </ul>	Degree Program
8.	Provide 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 advise trainee of required training, if any.	Degree Program
9.	Review package for completeness.	Postdoc Office
10.	For international postdocs, approve the visa request and forward to the Bechtel International Center.	Postdoc Office
11.	Upon arrival on campus, register the postdoc for a Postdoc Orientation briefing conducted by the Office of Postdoctoral Affairs.	Degree Program
12.	After registration and prior to initial orientation briefing, enter the postdoc appointment in PeopleSoft SA for the term dates indicated.	Postdoc Office
13.	After the PeopleSoft SA record is entered, Term Activate the postdoc to establish the appropriate tuition billing.	Postdoc Office
14.	In the case of the appointment of a graduating Stanford doctoral student, terminate the doctoral program upon degree completion.	University Registrar

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**Links**

[1] <http://postdocs.stanford.edu/>

[2] <https://bechtel.stanford.edu/>

[3] <http://postdocs.stanford.edu/admin/checklist.html>

[4] <http://postdocs.stanford.edu/admin/forms.html>