Postdoctoral Scholars
Processing Check List

Instructions:
1. Submit documents to Academic Services, 1255 Murphy Hall, MC 142801 (Office Hours: 9AM to 4PM, Monday to Friday) or by email to postdoc@grad.ucla.edu. Documents are linked below.
2. Allow 7-10 business days for processing.

We will only process appointments with complete and accurate paperwork. Missing or incorrect information will delay the application. Note: When accessing forms from Go.Grad, please clear your cache/browser history first to ensure that you are downloading the most updated versions of the appointment forms.

New Appointments
1. Enter appointment into EDB
2. Submit the following documents:
   - UAW Deduction Authorization Form
   - Offer Letter
   - Appointment Form
   - Personal Data Form
   - Curriculum Vitae for Postdoctoral Scholar
   - Proof of Doctoral Degree
   - Opt-Out Form and Proof of Insurance (if not enrolled through UC PSBP)
   - Proof of Funding (if scholar is 3254 receiving outside funding as a Paid-Direct)
   - Award Transmittal Form (“Form 10,” for 3253-fellows only)

Reappointments
1. Enter Reappointment dates into EDB
2. Submit the following documents:
   - UAW Deduction Authorization Form (for change in title code only)
   - Offer Letter
   - Appointment Form
   - Annual Evaluation
   - Insurance Enrollment Form/Opt Out Form (only if changing from previous appointment)
   - Award Transmittal Form (“Form 10,” for 3253-fellows only)
   - Proof of Funding (if scholar is 3254 receiving outside funding as a Paid-Direct)

Revisions
(Changes to funding source, monthly rate, temporary supplement, department, or mentor)
   - Enter data into EDB
   - Submit the Appointment Form
   - Revise Offer Letter

Exceptions
Submit an Exception Request Form for any of these exceptions: less than 100% appointment, dual appointments, early separations, more than five years as a Postdoctoral Scholar.

You must submit this form 30 days prior to requested action. See below for an explanation of the different types of exceptions:

Appointment below 100%
A reduction in postdoc appointment to work as a lecturer or for childcare reasons.

Appointment beyond 5-year tenure limit
When a postdoc’s appointment reaches the 5-year limit, a request should be submitted to extend the appointment one additional year (not to surpass 71 months) to complete training and/or project.

Early Separation
An exception request should be submitted when a postdoc is reclassified to another university position, resigns from the university, or accepts outside employment.

Postdoctoral Scholars Appointment Guidelines and Forms: https://go.grad.ucla.edu

Postdoctoral Scholar Inquiries
postdoc@grad.ucla.edu