Postdoctoral Scholar Processing Checklist (rev. 1/19)

Postdoctoral scholar paperwork must be submitted to Graduate Division at least 30 days prior to action start date. Submit completed paperwork to Graduate Division, Postdoctoral Scholars Appointments and Services (PSAS) by email to postdoc@grad.ucla.edu or to 1255 Murphy Hall, MC 142801 (Office Hours: Monday to Friday, 9AM to 4PM).

Allow 7-10 business days for processing. Graduate Division will only process complete and accurate paperwork. Missing or incorrect information will delay processing. Approvals are sent via email notification.

**New Appointments**
- Enter data into UCPath
- Submit the following documents:
  - Appointment Form
  - Offer Letter
  - Personal Data Form
  - Curriculum Vitae
  - Statement of Objective
  - Evidence of Doctoral Degree
  - UAW Deduction Form
  - If 3254: Proof of Funding
  - If Opted-Out of UC PSBP: Proof of Insurance

**Reappointments**
- Enter data into UCPath
- Submit the following documents:
  - Appointment Form
  - Offer Letter
  - Annual Evaluation
  - If 3254: Proof of Funding
  - If Opted-Out of UC PSBP: Proof of Insurance

**Revisions**
Changes to department, faculty mentor, funding source, monthly rate, temporary supplement, or work location.
- Enter data into UCPath
- Submit the following documents:
  - Appointment Form
  - Offer Letter

**Exceptions**
Exceptions may be requested for part-time postdoctoral scholar appointments and for postdoctoral scholars exceeding five years of postdoctoral experience.
- Submit Exception Request Form
- Enter data into UCPath after approval is received

**Resignation**
If postdoctoral scholar voluntarily resigns prior to the approved end date of the postdoctoral scholar appointment, early separation paperwork is required.
- Enter data into UCPath
- Submit Early Separation Form

**Reclassification**
If department is reclassifying an individual from a postdoctoral scholar title to a non-postdoctoral scholar title prior to the approved end date of the postdoctoral scholar appointment, out of unit paperwork is required.
- Submit the following documents:
  - Out of Unit Form
  - Chair’s reclassification request letter
- Enter data into UCPath after approval is received

Note: Documents not issued in English must be accompanied by a certified English translation.

Postdoctoral scholar appointment instructions and forms are available at https://grad.ucla.edu/. Clear your browser cache to ensure you are accessing the most current version.

For postdoctoral scholar inquiries, please contact Graduate Division, Postdoctoral Scholars Appointments and Services (PSAS) at postdoc@grad.ucla.edu or (310) 825-3819 (Office Hours: Monday to Friday, 9AM to 4PM).