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.
2. Allow 7-10 business days for processing.
3. We will only process appointments with complete and accurate paperwork. Missing or incorrect information will delay the application.

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

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)
   - Appendix A

Revisions
(Changes to funding level, classification, appointment period, health insurance, department or mentor)
1. Enter data into EDB
2. Submit the Appointment Form
3. Revised Offer Letter (if funding level, classification, or appointment period changes)

Exceptions
(Needed for less than 100% appointment, dual appointments, early separations, more than five years as a Postdoctoral Scholar. Must submit 30 days prior to requested action.)

Appointment below 100%
A reduction in postdoc appointment often connected with additional lectureship or to devote more time to child care

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

Early Separation
When a postdoc is reclassified to another university position, resigns from the university, or acceptance of outside employment

Submit an Exception Request Form

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

Postdoctoral Scholar Inquiries
postdoc@grad.ucla.edu

AS – GD Last Updated: 10/2014