

DIVISION OF ENGINEERING AND APPLIED SCIENCE
Recommendation for Appointment
Postdoctoral Scholar

Postdoctoral Scholars work under the close supervision of one or more Caltech professorial faculty members. A Postdoctoral Scholar must have an earned doctorate from a duly accredited institution. They are appointed for limited terms, usually one year, and are full-time appointments. There is a nine-year limit on the cumulative time spent as Postdoctoral Scholar and Senior Postdoctoral Scholar. (Ph.D. graduates of Caltech may become Postdoctoral Scholars for up to one year only, for purposes of finishing up research "loose ends.")

Department Information				
Faculty sponsor:		Dept. / Option:		
Prepared by:				Ext:
Please list the Caltech mail code and office assignment for Postdoctoral Scholar. If not available, the preparer's info will be used.				
Mail Code:		Office room no. & bldg:		Ext:

Candidate Information					
Full name (nonresident aliens use passport name):					
Mailing Address:					
Phone:		Email:			
Birthdate (mo/day/year):		Birthplace (city, state, country)			
Citizenship		Gender		Marital status	
Country of permanent residence:					
Visa status (if nonresident alien <u>currently</u> in the U.S.) For H1-B visa-read this first http://international.caltech.edu/maintainstatus/H1B	Type visa:		Exp. Date:		

Professional Experience			
Academic record			
Degree	Major	Year Granted	School

Positions Held

Appointment Information			
Period of appointment (how many months):		Proposed effective date:	
NOTE: Recommendations must be submitted to the Division Office at least one week before the Postdoctoral Scholars/Visitors Office submission deadline of 4 weeks for U.S. citizens/perm. residents and 8 weeks for nonresident aliens			
Salary amount per annum (contact Division for current minimum)			
Budgets to be charged:		Alias #	Percentage
PTA #			
<u>If candidate is funded by outside supporting agency</u> (such as Fulbright) list the dollar amount and the supporting agency below. A copy of the award letter MUST BE INCLUDED with this recommendation form.			
US\$ for appt. period:		Source of funding:	
<u>If candidate is funded by an outside fellowship</u>, indicate who will pay for health insurance: the appointee, outside supporting agency, or the host's Caltech account (provide PTA# and indicate either Institute's Portion or Full Amount)			
Health insurance will be paid by:			

Special Allowances: Hire-On Bonus and/or Research

Are you providing a hire-on bonus and/or research allowance? If yes, list the \$ amount and the POETA here:

Amount:		PTA#	
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Summary of Qualifications and Research to be Conducted

Faculty sponsor should provide a brief summary of candidate's qualifications, including specific skills, area of expertise, and research to be conducted:

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Affirmative Action/Search Statement

This section should be completed for postdoctoral scholar fellowships or special named positions. List all sources used or consulted for information on and identification of possible candidates. Send copies of advertisements, if placed. If the field in which the candidate will work is covered by the annual Division-wide advertisement for Postdoctoral Scholars, indicate such. List the total number of applicants for the position, identifying women and members of underrepresented minority groups if possible.

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Division Approval Process

Faculty sponsor's signature		Date	
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Submit forms to Maria Cervantes by email: maria.cervantes@caltech.edu