## Appointment of Domestic Visiting Research Scholar/No Temple Stipend

Business Manager completes appointment letter; gets approvals; and forwards appointment letter, CV, credentials, comprehensive job description, written recommendation from mentor in the home program, and official verification of enrollment or employment at the home institution to the Postdoctoral Fellows Office (PFO)

Business Manager mails letter to Visiting Research Scholar Candidate

> Visiting Research Scholar Candidate signs and mails letter back to PFO

PFO reviews and approves letter and forwards approved letter to Business Manager PFO collects and forwards documents to the Business Manager and, for recordkeeping, HR Human Resources receives documents from PFO for recordkeeping and processes request for courtesy ID from Business Manager

**Business Manager** 

receives

documents from

**PFO and forwards** 

request for

courtesy ID to HR

