

SECTION I: IDENTIFICATION OF VRS CANDIDATE

<input type="checkbox"/> New Appointment <input type="checkbox"/> Reappointment	<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Foreign National	Name (Last, First and Middle)
TU School/College		Department
VRS Classification <input type="checkbox"/> Graduate <input type="checkbox"/> Postgraduate		Funding Source (if joint funding, check both blocks) <input type="checkbox"/> Temple University <input type="checkbox"/> Home Institution

SECTION II: DOCUMENTATION RECEIVED FROM VRS CANDIDATE

- ☐ CV or, if reappointment, updated CV
- ☐ Written recommendation from mentor in home program
- ☐ Official verification of enrollment or employment at home institution
- ☐ Letter documenting home institution's financial support, if funding is provided by home institution
- ☐ Transcript or, if non-U.S. institution attended, copies of non-U.S. transcript
- ☐ Copy of baccalaureate or master's diploma/certificate, if VRS Graduate
- ☐ Copy of master's or doctoral diploma/certificate, if VRS Postgraduate
- ☐ Completed DS-2019 application, if international candidate

SECTION III: PAPERWORK GENERATED BY DEPARTMENT BUSINESS MANAGER

- ☐ Appointment/Reappointment letter
- ☐ Requisition with appropriate approval signatures, if funding is provided by Temple
- ☐ Description of program objective
- ☐ Comprehensive job description or, if reappointment, updated comprehensive job description

SECTION IV: APPOINTMENTS FOR VRS SCHEDULED BY DEPARTMENT BUSINESS MANAGER

- ☐ Meeting with Office of International Student and Scholar Services, if international candidate, upon arrival
- ☐ Orientation with Nina Marie Campellone, Project Manager, Postdoctoral Fellows Office
- ☐ University Orientation with Department of Human Resources, if funding is provided by Temple and appointment is for longer than 6 months, through Kimberly Sakil, Training Coordinator (ksakil@temple.edu, 215-926-2218)
- ☐ Environmental Health and Radiation Safety (EHRS) Training, if applicable, through Kisha Grady, Training Programs Coordinator (kgrady@temple.edu, 215-707-7697)
- ☐ Appointment with Employee Health (215-204-2679) on Main Campus to begin Hepatitis B vaccination series or sign declination form, if applicable
- ☐ Appointment for Institutional Review Board (IRB) training, if applicable, through the Collaborative Institutional Training Initiative (<http://www.citiprogram.org>)
- ☐ Appointment for Institutional Animal Care and Use Committee (IACUC) approval, if applicable (<http://www.temple.edu/ovpr/login.asp?val=iacuc>)

SECTION V: REQUIRED CLEARANCES FOR VRS LIKELY TO WORK WITH MINORS

- ☐ Child Abuse Clearance (http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf)
- ☐ Pennsylvania State Police Criminal Background Check (<http://www.temple.edu/grad/pfo/forms.html>)
- ☐ FBI Fingerprint Check (https://www.pa.cogentid.com/index_dpw.htm)