

**SECTION I: IDENTIFICATION OF VRS CANDIDATE**

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|---|--|--|
| <input type="checkbox"/> New Appointment<br><input type="checkbox"/> Reappointment            | <input type="checkbox"/> U.S. Citizen<br><input type="checkbox"/> Foreign National | Name (Last, First and Middle)  |
| TU School/College   |  | Department   |
| VRS Classification<br><input type="checkbox"/> Graduate <input type="checkbox"/> Postgraduate |  | Funding Source (if joint funding, check both blocks)<br><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
- "Departmental Documentation of Requirements for Postdoctoral Fellow and Visiting Research Scholar Appointments" form

**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/research/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](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](https://www.pa.cogentid.com/index_dpw.htm))