

**DIVISION OF BIOLOGY & BIOLOGICAL ENGINEERING**  
**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.")

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

<b>Candidate Information</b>					
Full name: First, Middle, Last (in this order) (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 currently in the U.S.) <b>For H1-B visa-read this first</b> <a href="http://international.caltech.edu/maintainstatus/H1B">http://international.caltech.edu/maintainstatus/H1B</a>	Type visa:		Exp. Date:		

Professional Experience			
Academic record			
Degree	Major	Month & Year Granted	School

Positions Held

Appointment Information			
Period of appointment (how many months):		Proposed effective date:	
<b>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</b>			
Salary amount per annum (current minimum \$64,480)			
Budgets to be charged:		Alias #	Percentage
PTA #			
<b><u>If candidate is funded by outside supporting agency (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.</u></b>			
US\$ for appt. period:		Source of funding:	
<b><u>If candidate is funded by an outside fellowship, 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)</u></b>			
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 Research to be Conducted**

Faculty sponsor should provide a brief summary of candidate's research to be conducted:

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**Division Approval Process**

Faculty sponsor's signature		Date	
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**NOTE:**

**Sections to be completed by faculty:** Department Information, Appointment Information, Research Statement and Sign

**Sections to be completed by new hire:** Candidate Information, Professional Experience and Positions Held

Submit form and CV to Stefany Nielsen, BBE Division Office, [snielsen@caltech.edu](mailto:snielsen@caltech.edu)