



Postdoctoral Scholar Recommendation for Appointment

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. The standard appointment is full-time for a period of two years. Ph.D. graduates of Caltech may become Postdoctoral Scholars for up to one year only, for purposes of finishing up research "loose ends."

PLEASE NOTE: Recommendations for Appointment must be submitted to the BBE Division Office at least 9 weeks in advance of the proposed start date to accommodate provisions of the Collective Bargaining Agreement (CBA). Please complete the form in its entirety. If you have questions, please contact Stefany Nielsen at snielsen@caltech.edu.

SCHOLAR INFORMATION

Please coordinate with the Incoming Postdoctoral Scholar to ensure the Scholar Information section is completed fully and accurately.

Legal First Name	Legal Middle Name	Legal Last Name

Mailing Address:

Address Line 1
Address Line 2

City	State/Region

Postal Code	Country

Contact Information:

Email	Phone Number

Personal Information:

Birthdate (MM/DD/YYYY)	Birthplace - City	Birthplace - State/Region

Birthplace - Country	Country of Citizenship	Country of Permanent Residence

Marital Status:
(select from dropdown)

Gender: ☐ Female ☐ Male

Visa Status:

(If nonresident alien currently in the U.S.)

Type of Visa	Expiration Date (MM/DD/YYYY)

For H1-B Visa, read this first:

<https://international.caltech.edu/maintainstatus/j1h1>



SCHOLAR INFORMATION CONT'D

Academic Record:

School		
Degree	Major	Year Granted (YYYY)
School		
Degree	Major	Year Granted (YYYY)
School		
Degree	Major	Year Granted (YYYY)

Professional Experience:

Employer, Title of Position	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
Employer, Title of Position	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
Employer, Title of Position	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)

APPOINTMENT INFORMATION

Proposed Start Date:

Start Date (MM/DD/YYYY)

Period of Appointment (in months):

Typical appointments are 24 months. Shorter appointments require written documentation of mutual agreement between the Incoming Scholar and Sponsor.

Months

Salary Amount Per Annum:

Amount in \$ USD

Minimum through September 30, 2025 is \$70,264.
Minimum effective as of October 1, 2025 is \$72,723.
Minimum effective as of October 1, 2026 is \$75,268.

Budgets to be Charged:

If using multiple PTAs, please indicate the % split that will be drawn from each one.

PTA 1	%
PTA 2	%
PTA 3	%



OUTSIDE FUNDING

If the Incoming Scholar is funded by an Outside Supporting Agency, list the dollar amount and supporting agency below. A copy of the award letter and a [Funding Exchange Rate Currency Form](#) (if the scholarship is issued in a denomination other than USD) **MUST** be included with this recommendation form.

Funding Period: **Funding Amount**
Start Date (MM/DD/YYYY) End Date (MM/DD/YYYY) for This Period: Amount in \$ USD

Source of Funding: **Comments:**
Institution Name (optional)

If Incoming Scholar is funded by an Outside Supporting Agency, indicate who will pay for their health insurance:

☐ Outside Supporting Agency ☐ Faculty Sponsor - Full Amount ☐ Faculty Sponsor - Institute's Portion Only

If insurance is to be paid, in part or in full, by the Faculty Sponsor, indicate the PTA to be charged:

PTA (Must be non-federal funding source)

During the Incoming Scholar's appointment at Caltech, will they be employed by another organization? ☐ No ☐ Yes

If yes, will the Incoming Scholar receive a U.S. IRS W-2 form? ☐ No ☐ Yes

SPECIAL ALLOWANCES

Is the Faculty Sponsor providing a Hire-on Bonus or a Research Allowance to this Incoming Scholar?

☐ No ☐ Yes - Hire-on Bonus → If Yes, indicate amount:
Amount in \$ USD

☐ No ☐ Yes - Research Allowance → If Yes, indicate amount:
Amount in \$ USD

Funding Source:
PTA

SUMMARY OF QUALIFICATIONS and RESEARCH TO BE CONDUCTED

Faculty Sponsor should provide a brief summary of the Incoming Scholar's qualifications, including specific skills, areas of expertise, and research to be conducted:

Required Training or Qualifications (other than PhD):

**WORK LOCATION(S)**

The default work location for Caltech Postdoctoral Scholars is the Caltech campus. Some Scholars may also be assigned to work at a Caltech off-campus facility (i.e. JPL, Palomar, etc.). In extremely rare instances, which require Vice Provost approval, remote work arrangements may be made. In these instances, a [Detached Duty Form](#) must be submitted along with written justification specifying the details of the request.

☐

On campus

☐

Caltech off-campus facility →

Name of Facility

☐Request remote arrangement (please submit the [Detached Duty Form](#))**DEPARTMENT INFORMATION****Form Prepared By:**

First Name

Last Name

Email

4-Digit Extension

Faculty Sponsor:

First Name

Last Name

Option (select from dropdown)

Below, please list the anticipated Caltech mail code and office assignment for the Incoming Postdoctoral Scholar. If not available, please input your **own** mail code, building, extension, and room number. **Please do not leave blank.**

Incoming Postdoctoral Scholar:

Mail Code

Building

Room Number

4-Digit Extension

FACULTY SPONSOR APPROVAL

I certify that, to the best of my knowledge, the information provided in this form is true and accurate.

Signature

Date (MM/DD/YYYY)

Please submit completed new appointment forms and all relevant attachments to Stefany Nielsen via email at snielsen@caltech.edu.