Initiating a Postdoctoral Scholar, Visitor, or Visiting Associate appointment

1. Gather the following information from the candidate:
   a. Curriculum vitae
   b. Citizenship
   c. Birth date
   d. Place of birth
   e. Marital status

2. If candidate is a foreign national, send the Foreign National Intake Form (FNIF) to him or her for completion and return to you. The FNIF can be found on the International Office site: https://international.caltech.edu/documents/30-fnif.pdf

Note: Visitors staying at Caltech for 30 or fewer days do not require an official appointment. However, a Caltech Guest ID card may be secured for these individuals. Simply provide the Division Office with the following: individual’s name, with whom he or she is collaborating on campus, and the start and end dates of the person’s visit.

Definitions

- Visiting Associate: Often, a colleague of a Caltech professorial faculty member who is here to collaborate on research. He may be a professor on sabbatical from another university, a research scientist with an industry position, or a JPL employee conducting research with a Caltech faculty member. The person must have a permanent faculty position or its equivalent outside Caltech, to which she will return upon completion of her Caltech appointment. [Please review the Visiting Associate Policy for more information]

- Postdoctoral Scholar: Postdoctoral scholars and senior postdoctoral scholars are considered to be temporary interim employees. Postdocs and senior postdocs always work under close supervision of one or more Caltech professorial faculty members. Postdocs and senior postdocs are a separate group, distinct from faculty, staff, and students.

- Senior Postdoctoral Scholar: Postdoctoral scholars are generally promoted to the rank of Senior Postdoctoral Scholar after three years. Time served in the ranks of postdoctoral scholar and senior postdoctoral scholar cannot exceed the maximum of six years. Persons who have held a postdoctoral position at another institution may be appointed directly to the senior postdoctoral scholar rank.

- Visitor: The rank of Visitor is for someone who does not have a faculty position (or its equivalent) at another institution, but does have an established position or relationship, such as postdoctoral scholar or graduate student, to which he will return upon completion of his Caltech appointment. A visitor must be nominated by an active faculty member who is a colleague and is responsible for making his or her stay at Caltech mutually beneficial.
Recommending an appointment

1. Complete an appointment recommendation form, found on the PMA Staff Quick Links page.

When submitting the recommendation form to the Division, be sure to include:
   a. Curriculum vitae
   b. For nonresident aliens, copy of the FNIF
   c. Where required,* verification of outside funding

   * If nonresident aliens are to be supported by a source of funding other than Caltech, declare amount of support and the name of the supporting agency. A letter from the provider of funding, indicating the amount and the funded period, must be included. Following the current IACC-established minimum salaries, proof of support must begin in the amount of $39,300 per annum for Visiting Associates/Visitors and for Postdoctoral Scholars. This amount will change on an annual basis and the Division office should be consulted for up-to-date minimums.

Note: Recommendations should be submitted to the Division Office at least one week before the Postdoctoral Scholars / Visitors Services Office submission deadline of 4 weeks for U.S. citizens or permanent residents and 8 weeks for nonresident aliens.

Recommendation is processed

The Division Office is responsible for approving the recommendation, then distributing the information to appropriate Institute offices for processing [Postdoctoral Scholars / Visitors Services Office (https://hr.caltech.edu/work/postdocs) and International Office (http://international.caltech.edu/)]. The International Scholars Office will contact foreign nationals regarding visa requirements after the recommendation for appointment has been approved. A formal letter of appointment is sent from the Postdoc/Visitors Office.

Arrival on Campus

Nonresident aliens and permanent residents go first to the International Office (266 S. Chester Ave.) to certify employment eligibility. Secondly, they report to the Postdoctoral Scholars / Visitors Services Office in the Human Resources building (399 S. Holliston Ave.) to check in and activate their appointment. Following the instructions in their formal letter of appointment, they should schedule an appointment with Human Resources.

US citizens report to Postdoctoral Scholars / Visitors Services Office in the Human Resources Building (399 S. Holliston Ave.) to certify employment eligibility and
activate their appointment. Following the instructions in their formal letter of appointment, they should schedule an appointment with Narine Malkchyan at x6338.

The Human Resources’ Guide for New Postdocs and Visitors (https://hr.caltech.edu/community/pdv_guide) provides the above information with additional tips for scholars relocating to the Pasadena area.

**Visiting Associate (and all other faculty ranks) Arrival on Campus:**

*Nonresident aliens and permanent residents* go first to the International Office to certify employment eligibility. Secondly, they report to the Faculty Records Office (Room 010 in Parsons-Gates Hall of Administration) to activate their appointment. The office staff is available Monday through Friday from 9:30 to 11:00 a.m. for check-ins.

*US Citizens* report to the Faculty Records Office (Room 010 in Parsons-Gates Hall of Administration) for employment eligibility and to activate their appointment. The office staff is available Monday through Friday from 9:30 a.m. to 11:00 a.m. for check-ins.