

SECTION I: IDENTIFICATION OF VRS CANDIDATE

<input type="checkbox"/> New Appointment	<input type="checkbox"/> U.S. Citizen	Name (Last, First and Middle)
<input type="checkbox"/> Reappointment	<input type="checkbox"/> Foreign National	
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*
- Description of program objective*
- 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*
- DS-2019 application for international candidate completed via International Scholar Dossier (ISD) system

* Uploaded to International Scholar Dossier (ISD) record, 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
- Comprehensive job description or, if reappointment, updated comprehensive job description
- "Departmental Documentation of Requirements for PF, PFRA, and VRS 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/cs/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)