

Checklist of Required Forms

		DOMESTIC		INTERNATIONAL		
		New Appointment	Reappointment	New Appointment	Reappointment	
<input type="checkbox"/>	Request for Appointment Form <i>(*Approval signatures required on form.)</i>	http://postdocs.nd.edu/faculty-administrative-staff/ <i>(NetID required to download form)</i>	X	X	X	X
<input type="checkbox"/>	Staff Personnel Action Form (SPAF) <i>(*Approval signature required on form.)</i>	http://hr.nd.edu/nd-faculty-staff/benefits/	X	X	X	X
<input type="checkbox"/>	General Counsel Immigration Request	http://generalcounsel.nd.edu/assets/65551/immigrationrequestformewmployee.pdf			X	X
<input type="checkbox"/>	J-1 Information Form <i>(Required for all J1 appointees)</i>	http://international.nd.edu/assets/120130/j1_information_fillable_form.pdf			X	X
<input type="checkbox"/>	CV/Resume		X		X	
<input type="checkbox"/>	Proof of Degree <i>(*Not required for Senior Research Associate, Visiting Scholar or Research Visitor)</i>		X		X	
<input type="checkbox"/>	Copy of passport photo page: - For appointee - And, if applicable, for each accompanying dependent				X	
ADDITIONAL CONSIDERATIONS:						
<input type="checkbox"/>	<ul style="list-style-type: none"> Proof of financial support <i>(Required for J1 appointees if not receiving a stipend from Notre Dame, or if stipend is below the J-1 minimum financial requirements – please see http://generalcounsel.nd.edu/assets/100317/j1packet2013.pdf page 3 for details.)</i> 				X	X
<input type="checkbox"/>	<ul style="list-style-type: none"> If previously on a J-1, copy of prior 2 years DS-2019 				X	
<input type="checkbox"/>	<ul style="list-style-type: none"> If currently holding H1-B, copy of H1-B approval 				X	
<input type="checkbox"/>	<ul style="list-style-type: none"> If current F-1 or J-1 student with OPT or CPT, copy EAD card or CPT authorization letter 				X	

Send all completed forms *(please see checklist above)* to:

ATTN: Diana Dickson, *Office for Postdoctoral Scholars*
The Graduate School, 502 Main Building