



The postgraduate appointment rank may be used to invite individuals lacking doctoral degrees to come to Yale for advanced training. Appointments are preceded by this Application, which must be submitted to the Office for Postdoctoral Affairs for approval prior to extending an invitation to the candidate. Appointees funded from Yale-administered research grants, contracts, or other University sources in order to provide services related to the supported research are classified as Postgraduate Associates; they are employees of the University even though they are considered trainees. Postgraduate Fellows are also trainees, but they are not Yale employees. They are supported from funding awarded to the trainee from an outside source.

The maximum term in the postgraduate rank is 2 years. The three types of postgraduate appointments at the School of Medicine are:

1. **Clinical trainees:** The Department of Psychiatry and the Child Study Center have long-standing programs that provide clinical training required for licensing of social workers and clinical psychologists. An Application is NOT required for these trainees.

2. **Research trainees:** YSM faculty often recruit individuals with Bachelors or Masters degrees to work in their labs. Almost all of these appointments are for employment positions and are made through Human Resources. In rare cases in which the appointment is for a short duration in order to provide formal research training to a candidate, the postgraduate rank is appropriate. These trainees must receive health insurance and a salary of at least \$2,500 per month.

3. **Visiting students:** YSM faculty occasionally invite masters degree, medical, and doctoral students from other institutions to train in their labs as part of their education. These students should be classified as postgraduate appointees, and an Application is required. Health coverage is required, as is a total amount of support of at least \$2,500 per month. For visiting students who are paid from University funds or University-administered grants, compensation may be as high as but not exceed the stipend amount provided to students enrolled in Yale's BBS graduate program. There is no restriction on the stipend that a visiting student may receive from an outside fellowship.

High school and undergraduate students are ineligible for this rank. Visiting medical students who wish to do a clinical rotation are also ineligible and should apply to the 'Clinical Electives Program' through the YSM Office of Student Affairs.

Additional Notes

* Use Adobe Acrobat Professional to complete this form electronically.

Please go to the next page to begin the Postgraduate Application.

Last updated: 04/06/17



INSTRUCTIONS: This form should be completed in Acrobat Professional and submitted via email to *grace.lyall@yale.edu*. The application must be approved by the Office for Postdoctoral Affairs prior to inviting candidates to be postgraduate appointees. Note that this application is NOT required of clinical trainees in the Department of Psychiatry and the Child Study Center.

The application should be completed by the PI and/or departmental business office representative.

1. General Information

Applicant Name: <table border="0" style="margin-left: 20px;"> <tr> <td style="width: 30%;">First</td> <td style="width: 40%;"></td> <td style="width: 30%;">Last</td> </tr> </table> Nation of Citizenship: Highest Degree Earned:	First		Last		Faculty Mentor Name: <table border="0" style="margin-left: 20px;"> <tr> <td style="width: 30%;">First</td> <td style="width: 40%;"></td> <td style="width: 30%;">Last</td> </tr> </table> Department: Lab Address (Bldg & Rm):	First		Last
First		Last						
First		Last						

2-A. Visiting Student appointments only

Complete this section ONLY if the candidate is currently matriculated in a degree-granting program at another institution. A transcript or letter from the home institution indicating that the student is in good academic standing will be required before the student may be appointed at Yale. Such documentation is not required at this time.

Home Institution:

Address of Institution:

City	Nation
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Degree being pursued:

M.A./M.S.
M.D.
Ph.D.
Other

Proposed dates of appointment (maximum of 1 year, renewable for only 1 additional year):

Funding sources (at least \$2,500/month)	Name of Source	Amount per month
	Yale	
	Fellowship	
	Home Institution	
	Personal Funds	
	TOTAL per month:	

Source of Health insurance:

Yale	Home Institution	Other:
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-Please see next page-

2-B. Non-Student appointments only

Complete this section ONLY if the candidate is not currently matriculated in a degree-granting program at another institution. *Personal funds are not allowable for these types of appointments.*

Proposed dates of appointment (maximum of 1 year, renewable for only 1 additional year):

	Name of Source	Amount per month
Funding sources (at least \$2,500/month):	Yale	
	Fellowship	
	Other	
	TOTAL per month:	

Source of Health insurance: Yale Other:

3. Detail the education and training the appointee will receive.

The department confirms that the trainee will not perform duties normally expected of Yale staff.

Name of Yale personnel completing application:

Date:

Name of HR Generalist:

Name of Lead Administrator:

For Postdoctoral Affairs use only

Approved

Not Approved

Signature:

Date: