



# Office for Postdoctoral Affairs

## POSTGRADUATE ELIGIBILITY & HIRING PROCESS CHECKLIST

### Eligibility Requirements and Important Notes

Postgraduate appointments at Yale University are governed by the University's Postgraduate Policy and are intended for individuals who have completed a bachelor's, master's, or equivalent degree and seek additional education and research training. The relationship of postgraduate appointees to Yale is comparable to that of postdoctoral appointees.

All postgraduate appointees are required to have a designated ladder-track faculty supervisor, unless an exception has been formally reviewed and approved, and a training plan with clearly defined educational and training objectives. Appointments are short term, typically for one year, and may be renewed for a second year. Exceptions to these limits may be made in cases where an individual had an educational or research hiatus due to extenuating circumstances (e.g., starting a family) or requiring training in a new field. All requests for exceptions will be reviewed on a case-by-case basis by the Office for Postdoctoral Affairs.

### **Categories of Appointment:**

There are two categories of postgraduate appointees. The designation is determined solely by the source of funding:

- **Postgraduate Associates:** are supported by Yale administered research grants, contracts, or other University funds and are classified as Yale employees.
- **Postgraduate Fellows:** are supported by funding awarded directly to the trainee from an external source. Fellows are not Yale employees but hold official University status associated with the postgraduate appointment.

### **Degree and Experience Requirements:**

To be eligible for a postgraduate appointment, individuals must:

- Hold a bachelor's, master's, or equivalent degree from a recognized institution of higher learning.
- Have no more than two years of relevant post-degree research experience.

Individuals who hold a terminal degree, including a doctoral degree or its equivalent, are not eligible for postgraduate appointments.

### **Visiting Students:**

Postgraduate appointments for visiting students are permitted only when a formal agreement exists between Yale University and the student's home institution. Applications must include documentation of this agreement. Doctoral candidates conducting dissertation or thesis research at Yale must be appointed as [Visiting Assistants in Research](#), rather than as postgraduate appointees. Medical students and Physician Associate students seeking clinical rotations are not eligible for postgraduate appointments and must apply through the Yale School of Medicine Clinical Electives Program or the Yale Physician Associate Program, as applicable.

### **Resources:**

- [Postgraduate Policy](#) & [Postgraduate Compensation Guidelines](#)



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## Postgraduate Appointment Process Checklist

**1. Application Submission:** Postgraduate appointment requests must be submitted to [postdoc.affairs@yale.edu](mailto:postdoc.affairs@yale.edu) for review and approval and must include the following documentation:

- Candidate's curriculum vitae (CV)
- Proof of funding (for externally funded appointments)
  - For minimum compensation requirements, please refer to the [Postgraduate Compensation Minima](#).
  - For externally sponsored funding guidance, see the [Guidance on Sponsored Payments of Compensation, Augmentation of Stipends](#).
- Proof of health insurance (for candidates using external health insurance)

**Visas:** Once a postgraduate application is approved, departments must contact the [Office of International Students and Scholars \(OISS\)](#) to initiate the visa process, if applicable.

**2. Workday Job Requisition:** After receiving approval from the Office for Postdoctoral Affairs:

- Create a new job requisition in Workday using the [How to Create a Job Requisition for Postdocs and Postgrads Workday guide](#).
- The Office for Postdoctoral Affairs will review, approve, and post the Workday requisition.
- You will receive a **Workday notification** once the requisition has been opened and posted.

### 3. Candidate Application and Background Check:

- Send the initial communication, found on the [Forms, Documents, & Templates](#) page, to the candidate directing them to apply for the position and upload all required documentation.
- After the candidate submits their application, the Office for Postdoctoral Affairs (OPA) will initiate the background check, if applicable.

For additional information about the background check process, please visit: [Background Checks | It's Your Yale](#).

### 4. Arrival Confirmation:

Once the appointee has arrived in New Haven to begin their postgrad appointment, departments must confirm arrival by forwarding the appointee's arrival email, including the Workday requisition number, to the appropriate contact: [Daniela Velarde](#), or [Alisa Paradise](#). **Please note:** Arrival confirmation must state that the individual is physically present in New Haven or elsewhere in Connecticut and ready to begin work. Listing a CT address, noting residency, or referencing future arrival plans does not meet this requirement. The Office for Postdoctoral Affairs cannot finalize an academic appointment until valid arrival confirmation is received.