VISITING FELLOW ELIGIBILITY & HIRING PROCESS CHECKLIST

Visiting Fellows are doctoral recipients or accomplished individuals whose presence at Yale for a limited duration will be of mutual benefit. They have outside employers and are paid by the employer while at Yale. (This rank is used only on Central Campus.) Please email the application and a copy of the CV to alisa.paradise@yale.edu for approval before extending a formal invitation to the candidate and before requesting a visa with the Office of International Students and Scholars.

Funding: Visiting Fellows are ineligible for Yale compensation or Yale benefits. They must demonstrate a source of external salary support and are unable to use personal funds.

Visas: For the issuing of visas, please contact the Office of International Students and Scholars (OISS) 3-6 months in advance of the targeted hire date along with the approved application. Please note that the visa process does not begin until OISS has a completed OISS Connect record of the candidate.

** Please do not send a candidate an invitation letter prior to receiving approval from the Provost's Office through the Office for Postdoctoral Affairs.

Eligibility Requirements:

- Have a doctoral degree or be an established scholar.
- Hold a position at another university or at a company.
- Have an outside source of salary support (personal funds are not acceptable). Please refer to the Postgrad compensation page for current Laboratory Associate Minimums - Postgraduate Compensation for more information.
- Have health insurance coverage.

Required Documentation: Candidates are required to provide the following documents.

- ☐ Current CV.

- ☐ Proof of external funding.

- ☐ Proof of external health insurance.

A signed copy of the attached Research Attachment must also accompany this application. If the individual is employed by a for-profit institution, a Visiting Scientist Agreement may be required in lieu of a Research Attachment. Contact OSP for details.

Laboratory Associate Appointment Process Checklist

☐ 1. Submit a completed Visiting Fellow found on our [Forms, Documents, & Templates page](#), CV, and proof of funding and health insurance to Postdoctoral Affairs.

☐ 2. If the application is approved, send the candidate a Visiting Fellow new hire letter Fellow found on our [Forms, Documents, & Templates page](#). Begin the visa process, if required.

☐ 3. Submit the signed new hire letter, along with the candidate's CV, proof of funding and health insurance, to Postdoctoral Affairs.

☐ 4. Follow the "Hiring and Contracting Academics" guide to:

- Create a Workday Pre-Hire

- Create a Workday Requisition

- Contract the Contingent Worker

☐ 5. If the appointee does not have a U.S. Social Security number, contact the [Employee Service Center](#) to request a dummy number.

☐ 6. Use the "Academic: Managing Appointments" guide to add an academic appointment.

☐ 7. Postdoctoral Affairs will review the Workday data and candidate documents prior to approving the hire in Workday.

☐ 8. Submit the signed new hire letter, along with the candidate's CV, proof of funding and health insurance, to Postdoctoral Affairs.

☐ 9. Follow the "Hiring and Contracting Academics" guide to:

- Create a Workday Pre-Hire

- Create a Workday Requisition

- Contract the Contingent Worker

☐ 10. If the appointee does not have a U.S. Social Security number, contact the [Employee Service Center](#) to request a dummy number.

☐ 11. Use the "Academic: Managing Appointments" guide to add an academic appointment.

☐ 12. Postdoctoral Affairs will review the Workday data and candidate documents prior to approving the hire in Workday