

The postgraduate appointment rank may be used to invite individuals lacking doctoral degrees to come to Yale for advanced training under a ladder rank faculty mentor. 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 **AND prior** to requesting a visa through OISS.

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 term in the postgraduate rank is 1 year. Reappointment for a second year requires a 2nd year application with an updated training plan.

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 required for these trainees.
2. **Research trainees:** Ladder 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 \$3,167 per month.
3. **Visiting students:** When the ladder faculty mentor does **not** hold a Graduate School appointment, the postgraduate rank may be used to invite post-baccalaureate students from other institutions to spend up to several months at Yale as part of their education. Health coverage and a stipend of at least \$3,167 per month are required. Visiting students whose Yale faculty mentors hold Graduate School appointments must apply directly to the Graduate School's Division of Special Registration and are ineligible for the postgraduate rank.

Visiting Ph.D. students in the Schools of Nursing, Management, and Forestry & Environmental Sciences also must be admitted through the Graduate School. High school and undergraduate students are ineligible for this rank.

Visiting medical students and Physician Associate 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 or the Yale Physician Associate Program.

### Additional Notes

- \* Use Adobe Acrobat to complete this form electronically.

INSTRUCTIONS: This form should be completed in Adobe Acrobat and submitted via email to *postdoc.affairs@yale.edu*. The application must be approved by the Office for Postdoctoral Affairs prior to inviting candidates and requesting a visa through OISS for international candidates.

**The application is completed by the ladder rank faculty mentor and/or departmental representative.**

## 1. General Information

Applicant Name:	First	Last	Faculty Mentor Name:	First	Last
Nation of Citizenship:			Department:		
Highest Degree Earned:			Lab Address (Bldg & Rm):		

## 2-A. Visiting Student appointments only

Complete this section ONLY if the candidate is currently matriculated in a degree-granting program at another institution.

Home Institution:

Address of Institution:

City

Nation

Degree being pursued:

M.A./M.S.

M.D.

Ph.D.

Other:

Expected graduation date:

Proposed Start and End dates of appointment (maximum of 1 year.):

Funding sources (at least \$3,167/month)

Yale

Fellowship

Home Institution

Personal Funds

Name of Source

Amount per month

TOTAL per month:

Source of Health insurance:

Yale

Home Institution

Other:

-Please see next page-

## 2-B. Non-Student appointments

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 Start and End dates of appointment (maximum of 1 year.):

	Name of Source	Amount per month
Funding sources (at least \$3,167/month):	Yale	
	Fellowship	
	Other	
	TOTAL per month:	

Source of Health insurance:    Yale    Other:

## 3. YEAR ONE of training

Detail the **education**, **training**, and **mentoring** the appointee will receive. For visiting students, explain how the training relates to the degree program at the home institution.

**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:

Type of Appointment: Postgraduate Associate

Postgraduate Fellow