University of Pennsylvania

School of _____

Graduate Student and Postdoctoral Appointment Information Form

The person below has joined the University community as either a graduate student or post-doctoral fellow. The information provided concerning this person's funding is based on the guidelines of the funding source. A new Appointment Information Form will be required when an appointee's job class code changes and/or when an appointee's source of support (i.e. "name of funding source" or grant number") changes.

Date: _____ (MM/DD/YYYY) Initial Appointment: _____ Reappointment: _____ Terminal Appointment: _____

Payroll Job Number (check one): ☐ 1 ☐ 2 ☐ 3 ☐ 4 Total Number of Job Appointments: _____

(a separate form is required for each appointment)

Name: _____ Soc. Sec. No.: _____

University Job Title: _____ Payroll Job Class code: _____

Name of Funding Source: _____

Grant Number (if applicable): _____

Legacy account number: _____ - _____ COA: _____

Stipend amount from this source: _____

Tuition Remission Amount: _____ General Fee Amount: _____

Period of appointment: start date: _____ (MM/DD/YYYY) end date: _____ (MM/DD/YYYY)

NOTE: Post-doctoral appointments and reappointments are contingent upon funding and in the case of non-resident aliens, receipt of proper visa status by appointee.

Funding Requirements (check one) ☐ SERVICE or ☐ NON-SERVICE

_____	_____	_____
Appointee's Acceptance/Signature	P.I. Signature	Bus. Admin. Signature
Name (printed):	_____	_____
Phone number:	_____	_____
Address and mail code:	_____	_____

For clarification of terms, please refer to the *Guide to Graduate Student and Postdoctoral Appointment* booklet issued jointly by the Office of the Vice Provost for Graduate Education and Office of the Comptroller, and the *Policy for Postdoctoral Fellows in the Physical, Biological and Health Sciences and Engineering* issued by the Vice Provost for Research.

Questions concerning graduate student appointment classifications should be directed to the student's Graduate Group or home department Business Administrator. Questions concerning postdoctoral appointments should be directed to the school office of Postdoctoral Programs (Medicine) or the individual home department Business Administrator. Please refer to the definitions of full-time graduate student and postdoctoral appointments listed on the back of this form.