

University of Pennsylvania

School of Medicine

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

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

(a separate form is required for each appointment)

➡ Name: _____ ➡ Soc. Sec. No.: _____

University Job Title: Educational Fellowship Recipient Payroll Job Class code: 217401

Name of Funding Source: SOM-BGS

Grant Number (if applicable): _____

Legacy account number: _____ - _____ COA: 400-4047-1-000000-5046-5350-0000

Stipend amount from this source: \$2,833.33/month

Tuition Remission Amount: _____ General Fee Amount: _____

Period of Appointment: start

date: 08/01/2021 end date: 08/31/2021

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

➡	_____	N/A	_____
Appointee's Acceptance/Signature	_____	P.I. Signature	Bus. Admin. Signature
Name (printed):	_____	N/A	Tiffany Brooks
Phone number:	_____	N/A	(215) 573-0919
Address and mail code:	_____	N/A	414 Anatomy- Chemistry/6110

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.