

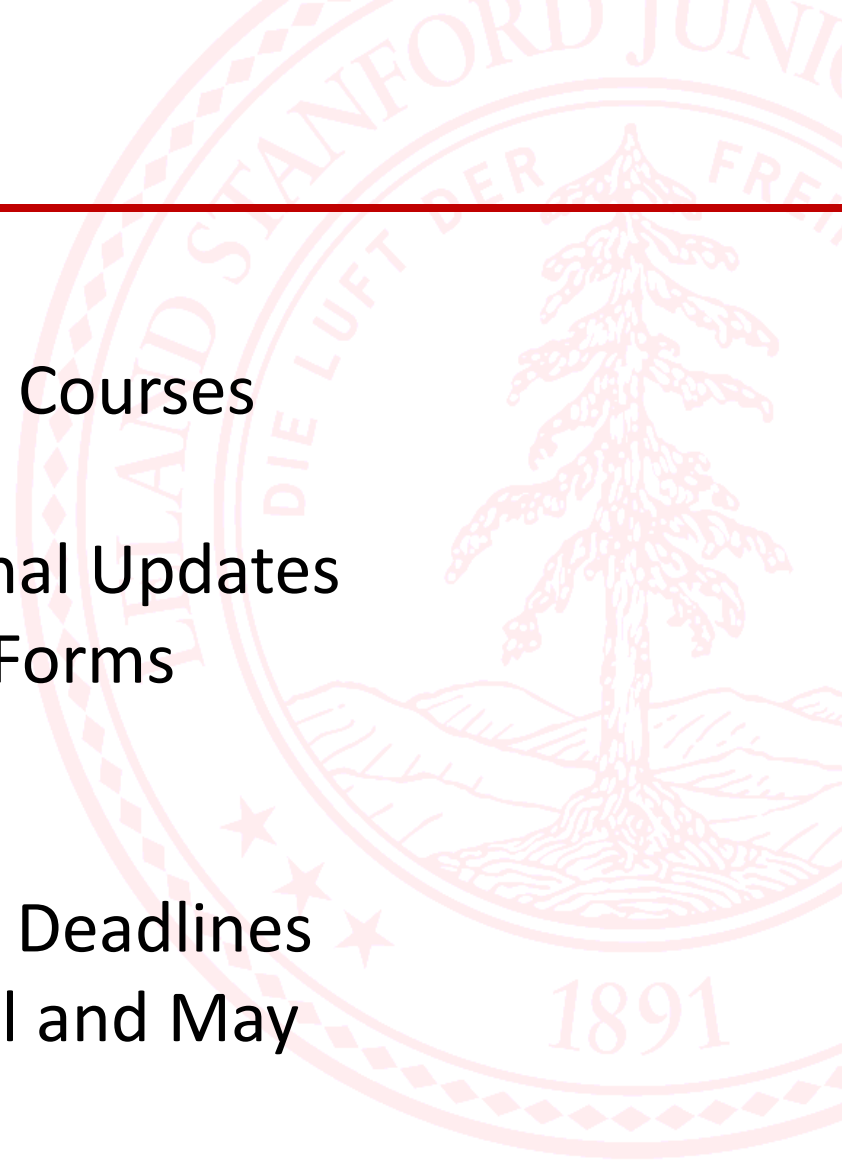
The background features a large, faint watermark of the Stanford University seal. The seal is circular and contains a redwood tree in the center, with the text "LEND STANFORD JUNIOR" at the top, "E LUFT DER FREI" on the sides, and "1891" at the bottom. The seal is surrounded by a decorative border.

Postdoctoral Administrators Quarterly Meeting

**April 5, 2012
10:00 a.m. – 11:30 a.m.
LKSC 130**

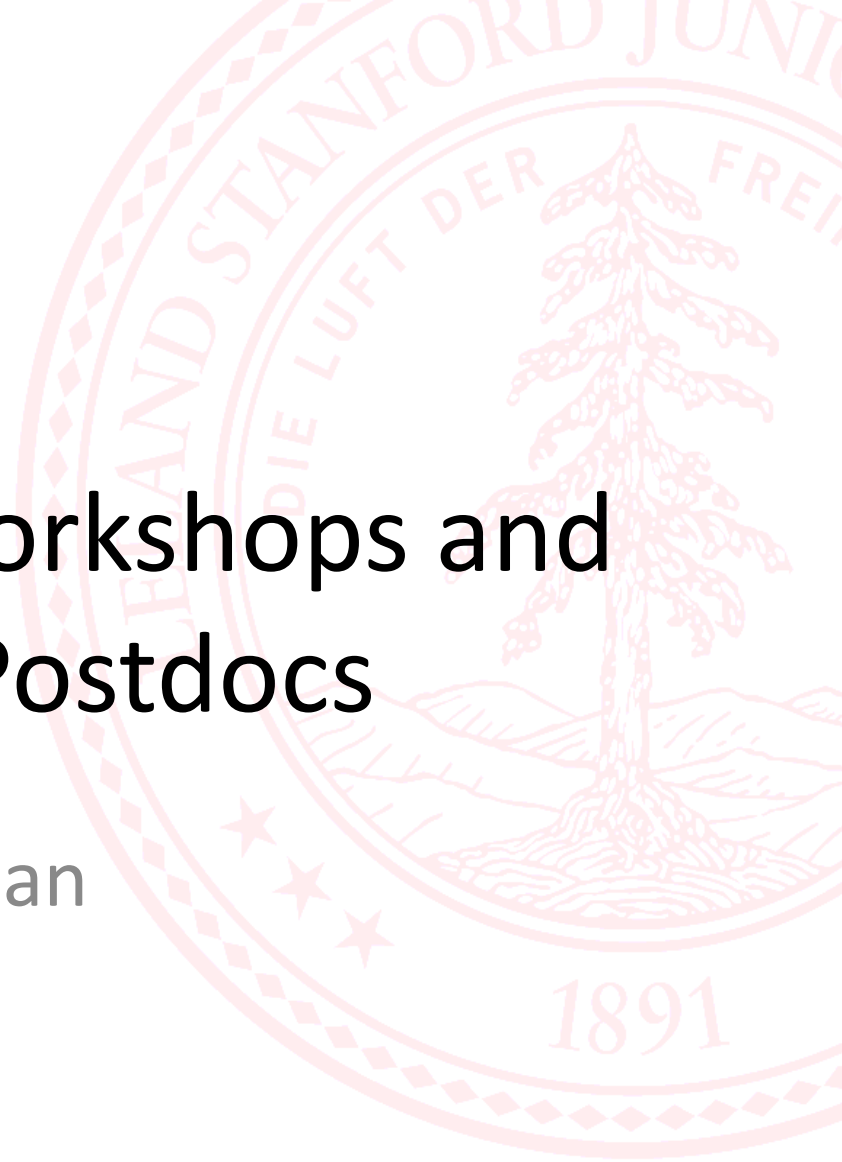
Agenda

- Upcoming Workshops and Courses
- Benefits Update
- Information and Operational Updates
- New Job Aids for PD Web Forms
- AskJane
- H-1B Overview
- Clinical Appointments and Deadlines
- New Drop-in Hours in April and May
- ClearBenefits



Spring Quarter Workshops and Courses for Postdocs

Beth Leman



Upcoming Courses & Workshops

TODAY:

Quarterly Orientation – 12-4pm. LKSC 130 (for postdocs who arrived in the past 6 months). OPEN TO STAFF

Visa Alternatives Beyond Stanford: An Overview of Possibilities 6-8pm.

Alway Building, M-106, Rolando Villalobos (Bechtel) and Adam Green (immigration attorney)

Postdoc Academic Chats – Fridays, 12-1:30pm. Rick Reis

- April 13th, “Teaching and Learning Styles – What it Means for You as a New Professor”
- May 11th: “Tips on How New Professors can Find (and Support) Top Graduate Students”
- June 29th: Hitting the Ground Running as a New Professor - What to do and NOT do

Registration to Open Soon for:

Mentoring in Research Workshop – Friday, April 27th and Friday, May 4th, 9am-12:30pm.

Emily Lilo and Sofie Kleppner

IRITE/ISPEAK For Postdocs- June 18-22, 2012; 9am-2pm. Marianne Neuwirth

Other Spring Courses FYI – Registration Closed:

NIH Fellowship (F) and Career (K) Award Grants: Writing Strategies for Success. April 9 – 18.

Advanced English Skills for Non-Native Speakers III: Oral Presentation. April 10-May 29.

Check For Updates under Education at <http://postdocs.stanford.edu/education/>

Family Healthcare Fund

Up to \$120/month in subsidy support towards postdocs who insure children or families under the Stanford Postdoc Medical Plan.

Applications Being Accepted: May 2, 2012

Deadline: May 16, 2012

Notification: May 25, 2012

Awards may be retroactive to January 1, 2012

Benefits Update

Sandra DeGaine

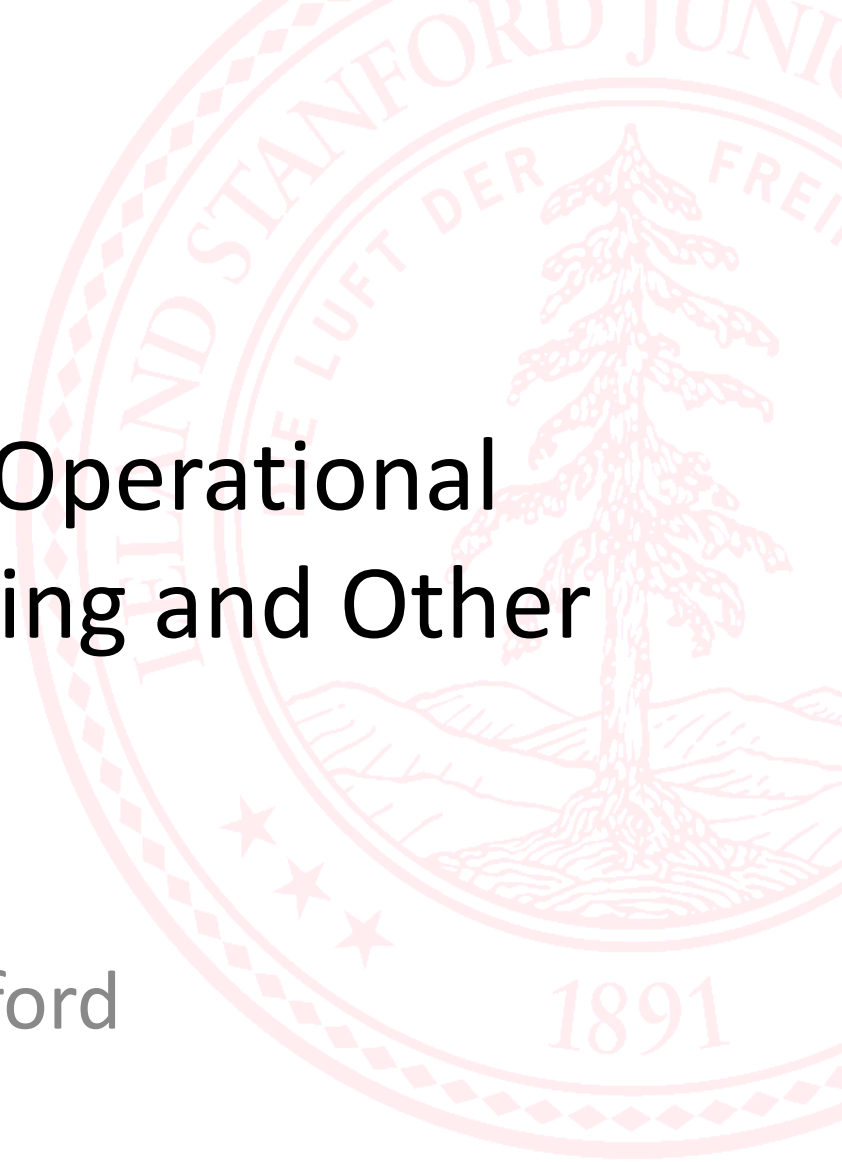


Postdoc Benefits

- Blue Shield Prenatal Incentive Program
 - Provides up to \$150 in gift card incentives for postdocs
 - Participant must be enrolled in EPO or PPO medical
 - Incentives at 27 weeks, 37 weeks and post-delivery
 - Pregnant spouses are also eligible to participate
- Maternity disability leave is a 6 week minimum period
- Dept is required to cover benefits during disability
- Postdoc maternity meetings will take place on campus twice per month. Dates to be posted on website as well as links to schedule meetings.
- Postdoc orientations will continue on campus in G19; Cecy is available for meetings before or after orientation

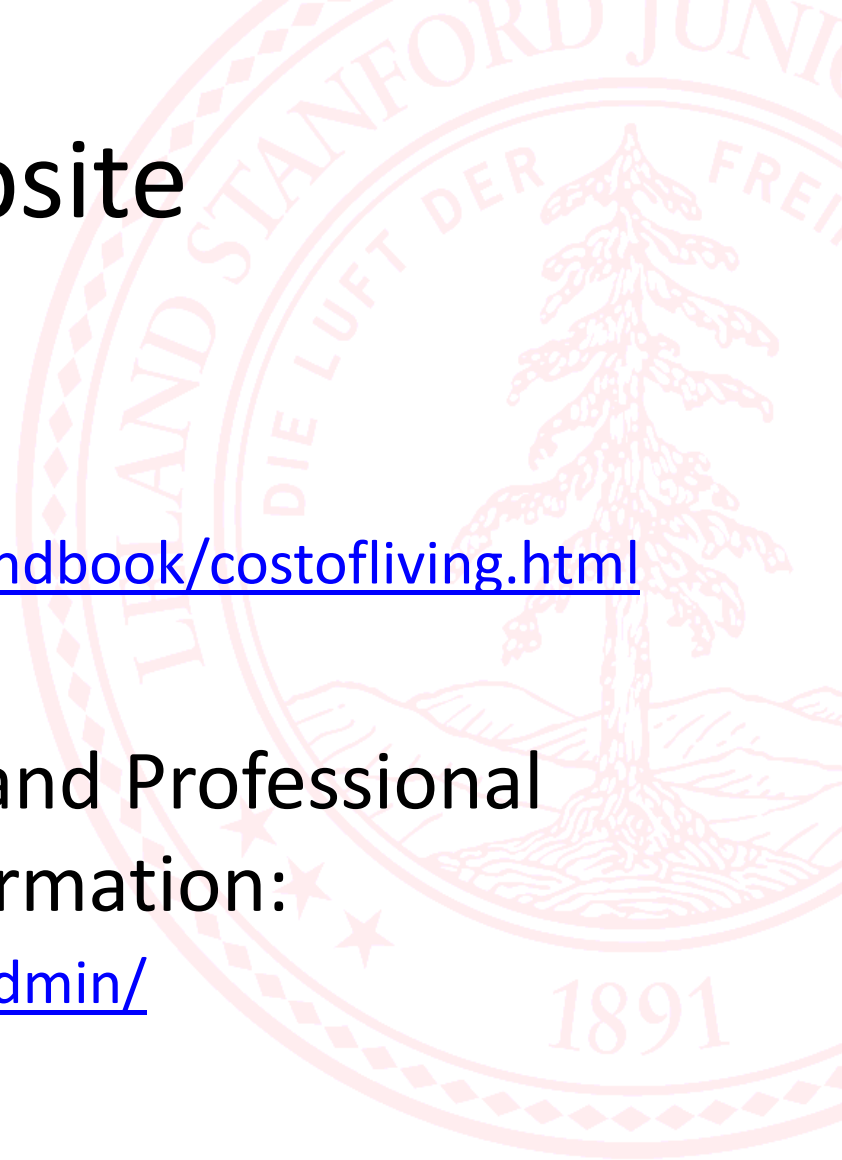
Information and Operational Updates Cost of Living and Other

Rania Sanford



OPA Website

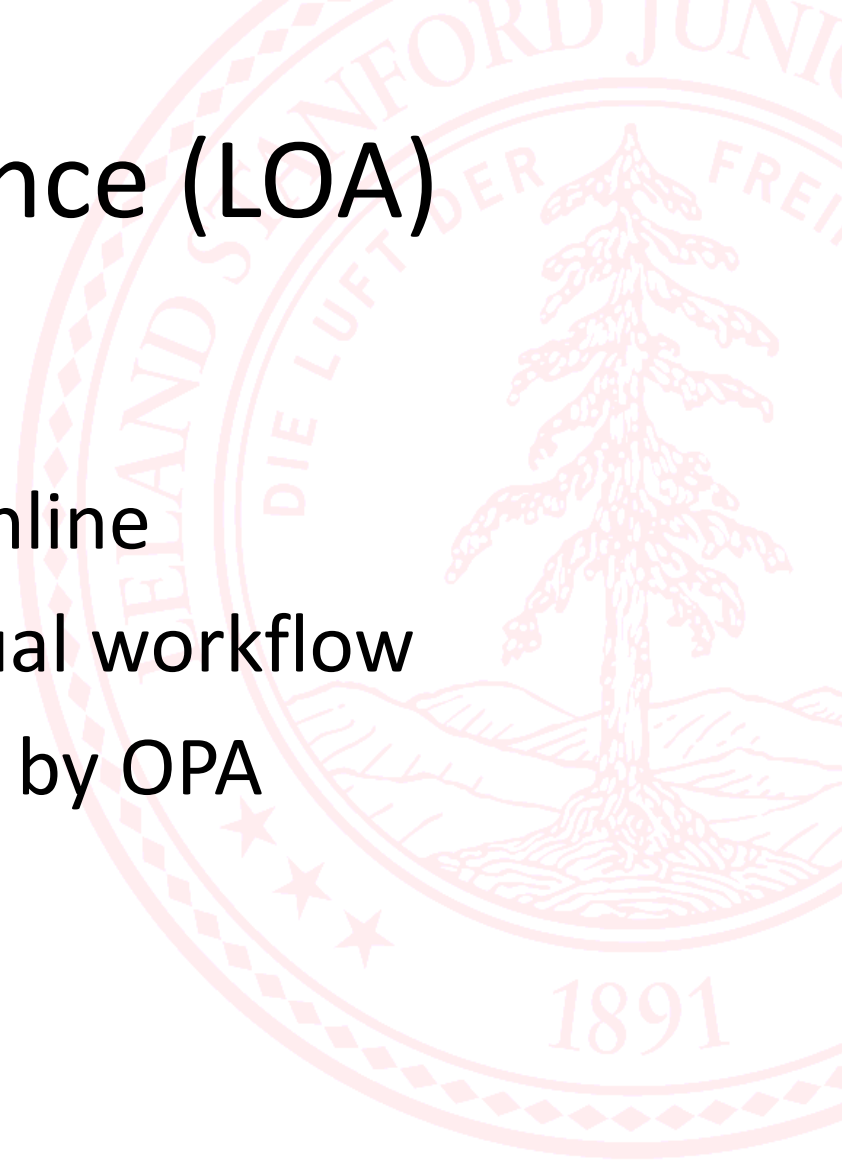
- Postdoc Handbook
 - Cost of Living:
<http://postdocs.stanford.edu/handbook/costofliving.html>
- Administrators Main Page and Professional Development/Training Information:
<http://postdocs.stanford.edu/admin/>
- RPH 9.4 Overhaul – In progress



Leave of Absence (LOA)

- Form now on AXESS
- Postdoc Requests Form online
- Routing Goes through usual workflow
- Is Received and Reviewed by OPA

- Live Now!



's Student Center

Academics

[Search](#)
[Enroll](#)
[SimpleEnroll](#)
[My Academics](#)
[Explore Courses](#)
[Explore Degrees](#)

You are not enrolled in classes.

[enrollment class picks](#) ▶

other academic... ▾ ⏏

Finances

My Account

[View Financial History by Term](#)

Financial Aid

[View Financial Aid](#)
[Accept/Decline Awards](#)
[Report Outside Scholarships](#)

other financial... ▾ ⏏

You have no outstanding charges at this time.

[make a payment](#) ▶

SEARCH FOR CLASSES

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor

None Assigned

Administrative Links

[Registrar's Office](#)
[Student Financial Services](#)
[Financial Aid Office](#)

LOA Form is under “Personal Information” Menu Bar

Personal Information

[Emergency Contact](#)
[Privacy Settings](#)
other personal... ▾ >>

Contact Information

<u>Mailing Address</u>	<u>SEVIS (US)</u>
Menlo Park, CA 94025-5259 United States	Menlo Park, CA 94025
<u>Home Phone Number</u>	<u>Email</u> @stanford.edu

Support

[Access Help](#)

Other Links

[Vaden Health Center](#)

Postdoc Uses Drop Down Menu

The image illustrates the navigation process for a postdoc user. It starts with a 'Personal Information' section containing links for 'Emergency Contact' and 'Privacy Settings'. A dropdown menu is open, showing options like 'Addresses', 'Email Addresses', 'Phone Numbers', 'PostDoc Forms', 'Privacy Settings', and 'Student Check-In'. A red circle highlights 'PostDoc Forms'. A blue arrow points to a 'PostDoc Forms' dropdown menu where a hand cursor is clicking, also circled in red. A second blue arrow points down to a 'Request Type' section with two radio button options: 'International Activity Reporting' and 'Leave Of Absence'. The 'Leave Of Absence' option is circled in red. At the bottom are 'Continue' and 'Back' buttons.

Personal Information

Emergency Contact
Privacy Settings

other personal... >>

- Addresses
- Email Addresses
- Phone Numbers
- PostDoc Forms**
- Privacy Settings
- Student Check-In
- other personal...

PostDoc Forms

PostDoc Forms >

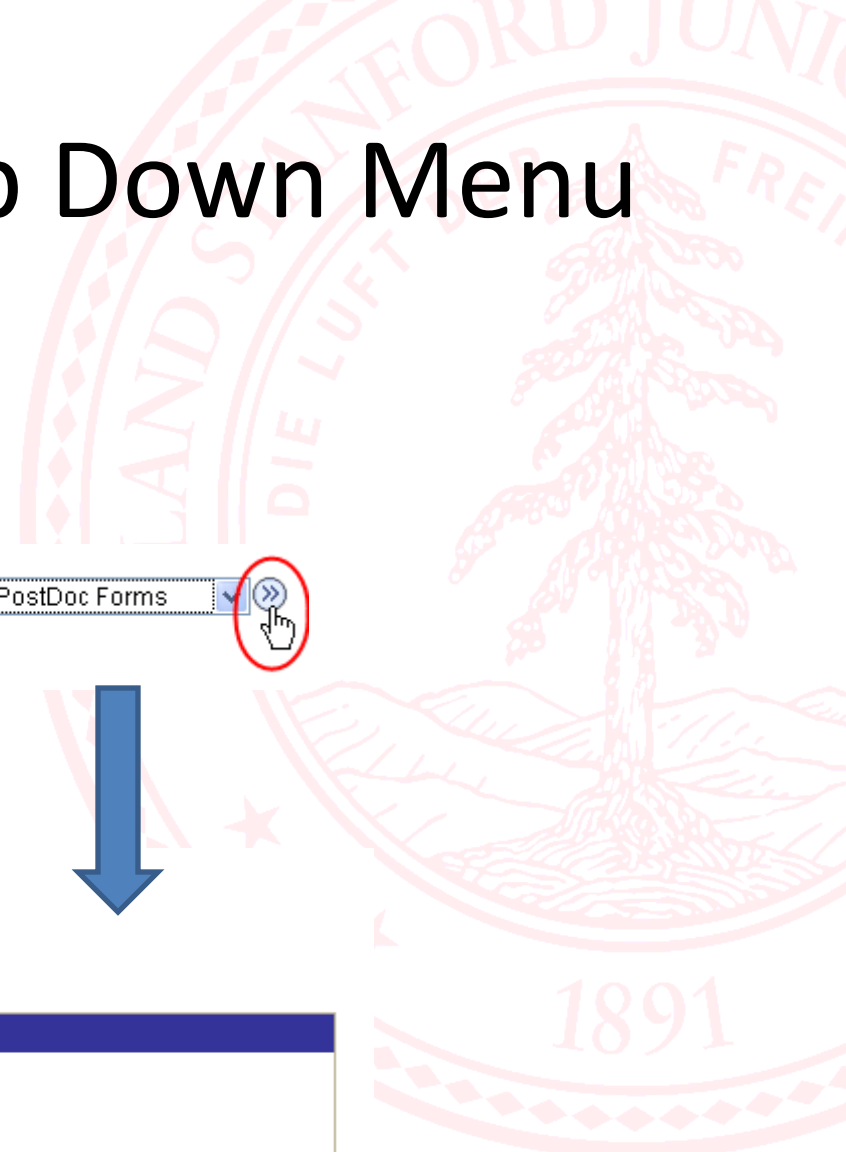
Postdoctoral Forms

Choose request type and Continue.

Request Type

- International Activity Reporting
- Leave Of Absence**

Continue Back





Postdoc's View of LOA Form

POSTDOCTORAL SCHOLAR UNPAID LEAVE OF ABSENCE REQUEST

The following information is required for processing the Postdoctoral Scholar appointment, benefits enrollment, visa petition requests, SEVIS database management, & other appointment processes.


* Required field + Must match passport


Bio Demo			
Student ID:	0987654	Name	
*Acad Org:	MICROIMMUN	Microbiology and Immunology	
Acad Plan:	Microbiology & Immunol (PD)	Acad Sub-Plan:	
Faculty Mentor:		Appointment End Date:	08/31/2013


International Scholars			
Visa/Permit Type:	<input type="text" value="J1"/> 	Visa permit end date:	08/31/2013
Other Visa type:	<input type="text"/>		
*Will you remain in US during your leave period:	<input type="text"/> 		

Information that must be completed in the LOA Form


All Scholars


*Leave request From: 

*Leave request To: 

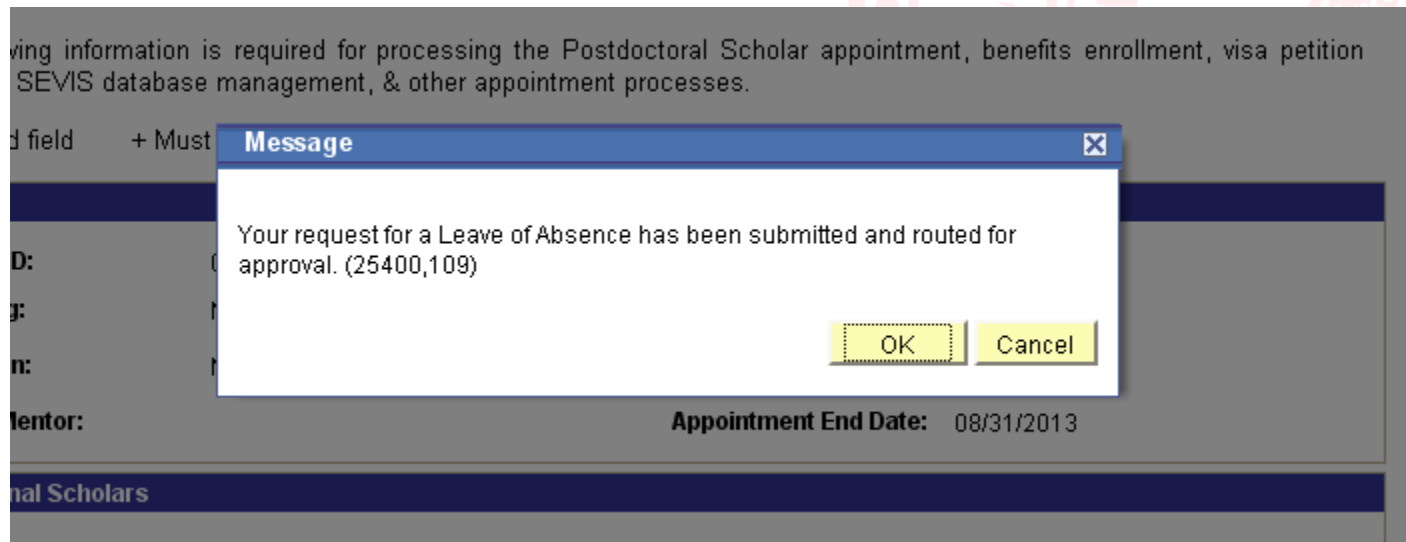
*Reason for Leave 

*Explanation for leave

*Are you currently on the Postdoc Health Insurance plans at Stanford? 


*If externally-funded, I have obtained approval from my funding agency for this leave: 

LOA Form Successfully Submitted



PeopleSoft PD WebForms

- System-Generated Email Messages have been updated
- Name of the administrator submitting the form is now included in the message
- Departmental Admin now cc'ed on initial invite email to invited postdoc
- Faculty sponsor no longer cc'ed on instructions when invited postdoc submits information sheet through SecurePortal
- Formatting fixed: date and name formatting, word and line spacing, and punctuation bugs
- Going Forward: Offer Letter Enhancement OPA and RO

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New Job Aids for PD Web Forms, AskJane, and H-1B Overview

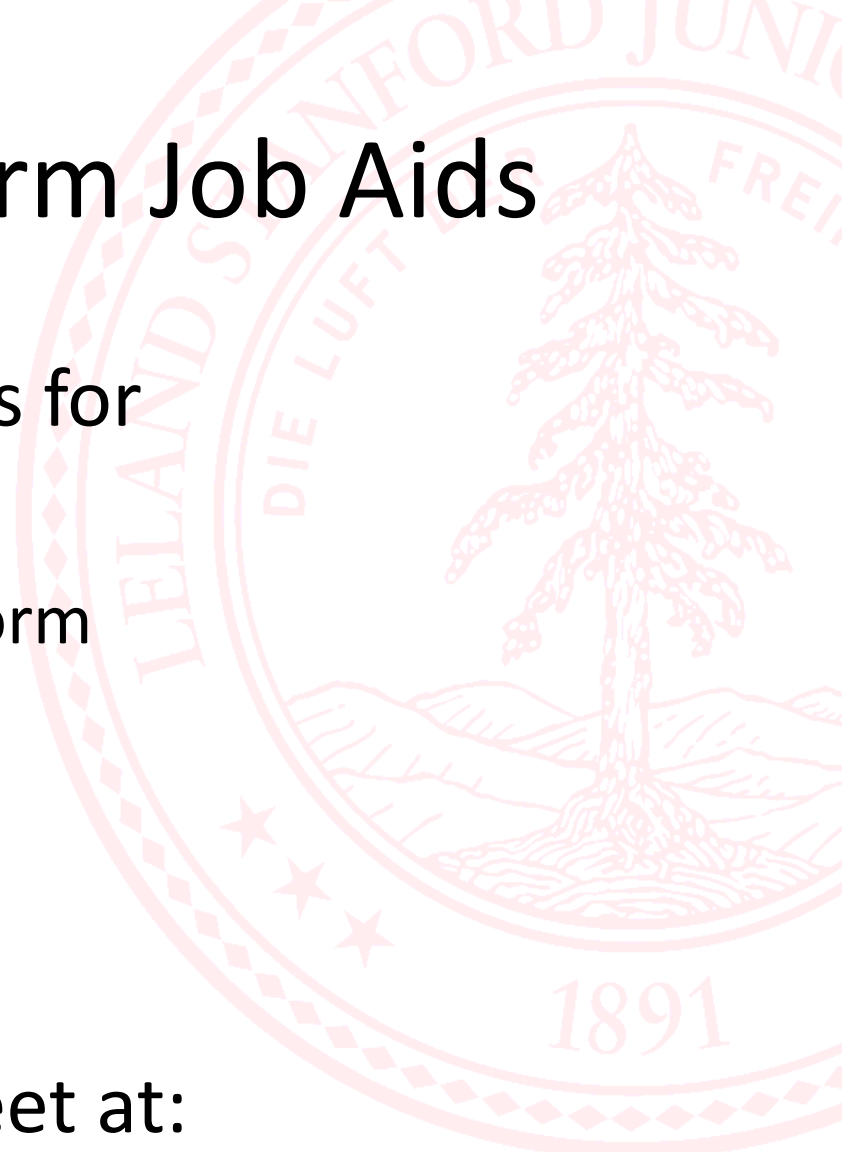
Tammy Jo Wilson

Postdoc Web Form Job Aids

- Step-by-Step Cheat Sheets for
 - Creating a new form
 - Searching for an existing form
 - Postdoc Invite
 - Recommendation Form
 - Change Transactions
 - Termination Form

- Download your Cheat Sheet at:

http://postdocs.stanford.edu/admin/how-to/job_aids.html



AskJane

- ~100 postdoc-related FAQs added
 - General Postdoc Information
 - Postdoc Benefits
 - Family Healthcare Fund (formerly Emergency Fund)
- New Intelliresponse Database Software
 - Type in full question (Not keywords)
- Have a frequent question that AskJane doesn't answer?
 - Email FAQ suggestions to tjwilson@stanford.edu

<http://askjane.stanford.edu>

H-1B Visa – Policy Updates

- H-1B Visa Policy Updates
 - OPA’s H-1B policies and H-1B visa request form now extend to E-3 visa requests (employment visa for Australian citizens)
 - Implications of Postdocs Obtaining J-1 Waivers (Home Country Return Rule)
 - Postdocs pursue waiver on their own; Stanford not involved
 - USCIS approval of waiver renders J-1 status non-renewable

Implications of J-1 Waivers continued

- J-1 status ends at current DS-2019 expiration date
- Non-renewable J-1 visa renders postdoc appointment non-renewable, unless:
 - PI is willing to sponsor an H-1B exception petition;
 - Review board approves the exception.
 - If J-1 status expires during pendency of H-1B application period the postdoc is ineligible to work
- Postdocs are strongly encouraged to discuss with PI, and seek guidance from I-Center, ***before*** seeking a J-1 waiver

H-1B Visa – Updates

- H-1B Implementation Guidelines Updates
 - Updated Instructions for H-1B Requests with the Postdoc Web Forms System
 - Updated Review Board Meeting Dates and Submission Deadlines

Available at:

http://postdocs.stanford.edu/secure/H-1B_Implementation_Guidelines.pdf

Updated and *Fillable* H-1B Visa Form



STANFORD UNIVERSITY
OFFICE OF POSTDOCTORAL AFFAIRS

H-1B/E-3 EMPLOYMENT VISA REQUEST FORM FOR POSTDOCTORAL SCHOLARS

Faculty Mentor Name: Department/Division:

Postdoctoral Scholar Name: Student ID #:

Postdoctoral Administrator Name: Email:

Incoming postdoc Current postdoc

Type of Visa: H-1B E-3 Other (specify)

Type of Request: Initial Extension

Current visa status end date:

If initial request, current visa status: F-1 OPT J-1

Other (include type of visa and current end date):

If J-1 holder, has waiver been obtained? Yes No

Appointment & Funding Information:

H-1B/E-3 Visa Start Date: H-1B/E-3 Visa End Date (must match appt. end date):

Source of Funding (name of agency(ies); discretionary faculty accounts):

Reason for Employment Visa Request: Check all that apply. Evidence of all checked items must be included with this form (see checklist page 2).

- 1. The postdoctoral scholar is currently in valid employment visa status.
- 2. The postdoctoral scholar has pending United States permanent residence as evidence by the attached I-485 receipt.
- 3. The postdoctoral scholar is married to a US citizen or a US permanent resident.

Updated and Fillable H-1B Visa Form

- *4. The postdoctoral scholar has received his/her PhD or equivalent degree in the United States on an F-1 visa and is currently completing six months of optional practical training at Stanford or elsewhere.
- *5. The postdoctoral scholar is ineligible for a J-1 visa as a result of obtaining a J-1 waiver.
- 6. The postdoctoral scholar is ineligible for a J-1 visa because (select one): J-1 visa exhausted 24 month bar
- *7. Retention: postdoctoral scholar received a comparable offer from outside Stanford with employment visa commitment.
- *8. No other qualified candidates are available or identified.

For Faculty Mentors: I understand the following rights and responsibilities associated with Stanford University sponsorship of an H-1B/E-3 visa for this postdoctoral scholar:

- I attest that this request/petition is made based on the needs of my research project and that I have undergone sufficient search for qualified candidates for this postdoctoral position as described in the attached summary.
- I am committed to appoint the scholar continuously with the validity dates of the H-1B/E-3 dates requested.
- I will support the scholar as a full-time salaried appointee receiving wages on university payroll throughout the period of the H-1B/E-3 status.
- I understand that the scholar will not be eligible to apply nor receive fellowship support within Stanford or outside sources (no stipend dollars).
- In the case of an early termination of the scholar's appointment, I will be responsible for paying his/her airfare back home immediately upon ending the appointment.
- I understand that I may not ask the scholar to pay the fees associated with filing this petition with the Office of Postdoctoral Affairs or with USCIS if prohibited by law, university policy or if it results in a reduction of the scholar's funding to a level below Stanford's required minimum level of support.

* PTA for \$900 Processing Fee required (if petition approved):

Signatures: Obtain the appropriate signatures below before submission to Office of Postdoctoral Affairs.

_____ Faculty Mentor Signature	Print Name <input type="text"/>	Date <input type="text"/>
_____ DFA/Dept Manager or Postdoctoral Administrator Signature	Print Name <input type="text"/>	Date <input type="text"/>

Updated and Fillable H-1B Visa Form, p.2

EMPLOYMENT VISA REQUEST FORM FOR POSTDOCTORAL SCHOLARS CHECKLIST

Request Checklist

Please refer to the following checklist of items to attach for the review of this request.

Incomplete submissions will be returned to the department prior to evaluation by the Review Board.

- Completed and signed H-1B/E-3 Employment Visa Request and Petition Form For Postdoctoral Scholars.
- If New Appointment, upload this form and supporting documents with complete appointment Recommendation web form .
- If an appointment extension, submit a complete Change Request web form and email this form to tjwilson@stanford.edu
- If currently in valid employment visa status, submit a copy of the USCIS I-797 Approval Notice.
- If pending United States permanent residence, submit a copy of I-485 receipt.
- If married to a US citizen or US permanent resident, submit a copy of marriage certificate.
- If completed six months of optional practical training at Stanford or elsewhere, submit a copy of EAD card.
- If a J-1 waiver has been obtained, submit a copy of the USCIS approval notice.
- If J-1 status has been exhausted or the 24 month bar applies, submit a copy of the most recently issued DS-2019.
- If one or more of Reasons 5 - 8 on page 1 are checked, submit the following documentation:**
 1. Faculty mentor statement regarding:
 - a. Proof of the unique contributions/skill sets possessed by the proposed trainee as demonstrated through a formal application and selection process for the postdoctoral position;
 - b. Significant hardship on the progress of the research project in the case of the postdoctoral scholar's departure from Stanford, evidenced by a pending job offer that promises an H-1B status outside of Stanford, statement from the training program director.
 2. Other documentation or circumstances in the case that would inform the review board of the merit of the case.
 3. **In the case of New Appointments**, the supporting evidence should include documentation of the absence of other candidates suitable for the postdoctoral position, supported by a search process:
 - a. A copy of the position announcement(s)
 - b. Location(s) and duration(s) of position announcement posting(s)
 - c. Number of applications received including an assessment of qualifications of applicants.

H-1B Visa Process – Quick Review

- Submit to OPA
 - Online Recommendation Form (new appt) or Change Request (extend appt)
 - H-1B Visa Request and Petition (paper form)
- Submit to BECHTEL
 - Online Employment Visa Web Form (routes to OPA for approval)
 - Dossier of supporting documents

OPA approves via Bechtel's Online Employment Visa Web Form

OPA Visa Page is Updated
<http://postdocs.stanford.edu/admin/how-to/visas.html>

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Clinical Appointments and Deadlines

Drop-in Office Hours, Extra Open Labs and Additional Trainings

Al Murray

Clinical Trainee Appointment Deadlines

Appointment Start Date	Submit Complete Appointment in Workflow to OPA	GME Deadline
July 1	No later than May 10	May 16
August 1	No later than June 10	June 20

The above deadlines apply to completed and correct submissions.

OPA will return transactions in Workflow or notify you if the submission is not complete or incorrect for you to resubmit.

NOTE: Submit complete work or contact Alistair Murray if unsure.

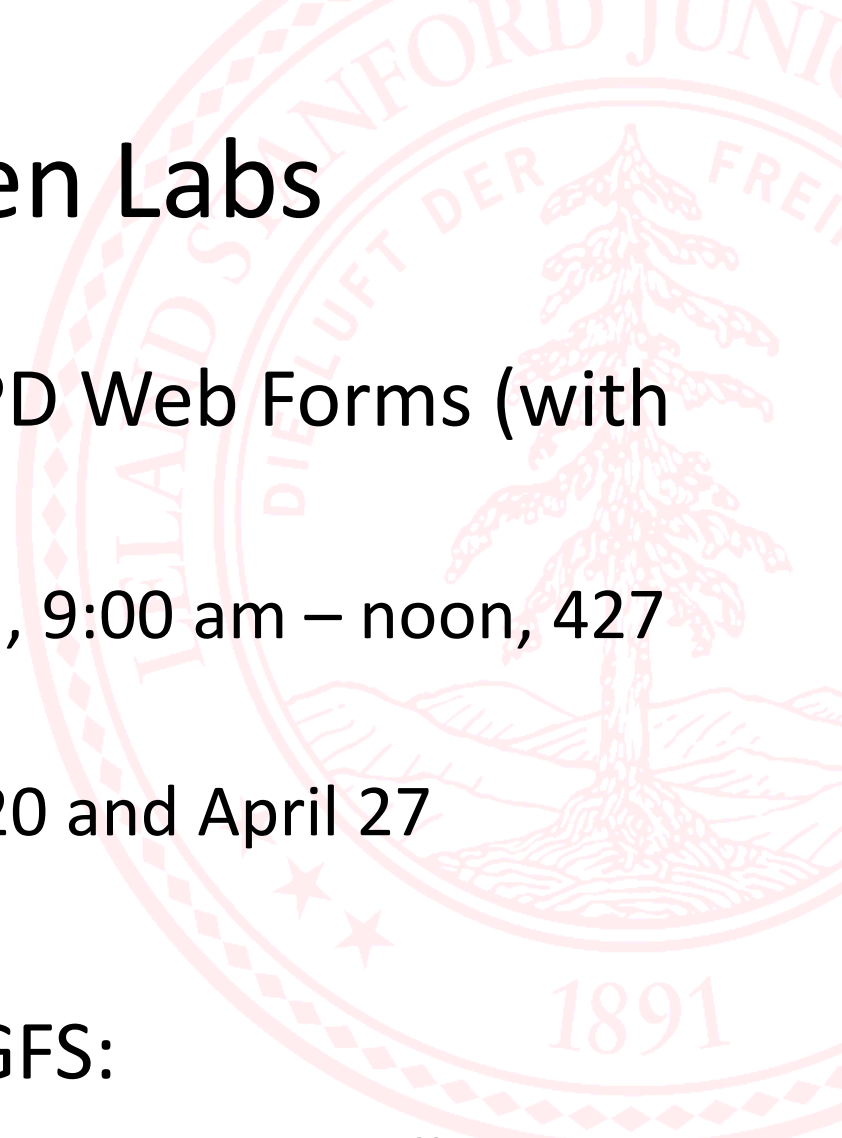
Returning transactions will require a re-acceptance of the offer letter online by the trainee, but not a resubmission of the Information Sheet.

Upcoming Training

- **PD Web Forms (Register in STARS):**
 - May 10th, 9:30 to 11:30 AM in 1215 Welch Rd. #62
 - July 12th, 9:30 to 11:30 AM in 1215 Welch Rd. #62
- **Policies and Procedures (Register in STARS):**
 - May 17th, 9:30 to 11:30 AM in 1215 Welch Rd. #62
 - July 19th, 9:30 to 11:30 AM in 1215 Welch Rd. #62
- **Additional training provided at Open Labs***
 - *only on days when OPA staff present

Drop-in Open Labs

- Open Labs for Help with PD Web Forms (with OPA staff member):
 - First Friday of every month, 9:00 am – noon, 427 Arguello Way
 - Additional Sessions, April 20 and April 27
- Open Labs for Help with GFS:
 - Every Friday, 9:00 am – noon, 427 Arguello Way



Our Peak Time in Coming Up

- In addition to HelpSU and Email, OPA will have Drop-In Office Hours starting April 23 to May 31 as follows:
 - Monday, Thursday: 9am – 11am
 - Wednesday: 2pm – 4pm
- Bring your questions or give your OPA Postdoctoral Services Manager a call during Office Hours instead of emailing or filing a help ticket (please do not do both 😊)

ClearBenefits

Shannon Monahan



ClearBenefits

- New “little” ClearBenefits Page for Admins
<http://postdocs.stanford.edu/admin/clearbenefits.html>
- ClearBenefits Training for New Postdoc Admins
OPA-1502-042012 in STARS
Friday, April 20th, 2012
2:00pm – 3:30pm
1215 Welch Road, Mod A, Conf Room #62

Questions?

Happy Spring!

