

JOB AID 6TH YEAR EXTENSION CHANGE REQUESTS

- Read [Research Policy Handbook 10.3, Sections 2F and 2G](#) for extensions approved as exceptions to policy.
- **SUBMISSION DEADLINE: Complete documents/web forms must be submitted by the 2nd Friday of each month.**
- **Faculty Subcommittee decisions take 6-8 weeks. Submit early (90-120 days+ prior to appointment end date)!**

Administrative Approval

If the appointment extension is covered by a policy exception as described in Section 2F, please submit the following:

1. Create a new Change Transaction, see [Job Aids for PD Web Forms – Change Transactions](#)
2. Gather required documents for OPA administrative review and approval:
 - A. [Postdoc 6th Year Extension Request Cover Sheet NEW!](#)
 - B. [Sixth Year Extension Request Form – PI](#) (convert Word document to PDF);
 - i. Faculty Sponsor/PI's record of [IDP Meetings with ALL postdocs](#);
 - C. [Sixth Year Extension Request Form – Postdoc](#) (convert Word document to PDF);
 - i. Scholar's updated CV;
 - ii. Research Experience Calculator (see [Calculate Research Months](#) for link to spreadsheet – total research experience is verified from this spreadsheet);
 - iii. A copy of the fellowship award letter (for requests based on the award of a nationally or internationally competitive postdoctoral research fellowship);
 - iv. A copy of the accepted job offer letter (for requests to bridge a short period of time to an accepted job offer start date);
3. Email documents as one PDF file, in the order noted on the Cover Sheet, to the postdoctoral manager for your school (Max 2MB file size, No PDF portfolios):
 - A. School of Medicine: alistair@stanford.edu
 - B. University: tjwilson@stanford.edu
4. Submit Change Request web form, and visa extension web form (if International).

Faculty Subcommittee Approval

If the appointment extension is not covered by a policy exception as described in Section 2F, please refer to Section 2G for Faculty Subcommittee review of the appointment extension policy exception:

1. Create a new Change Transaction, see [Job Aids for PD Web Forms - Change Transactions](#)
2. Gather required documents for Faculty Subcommittee review and approval:
 - A. [Postdoc 6th Year Extension Request Cover Sheet NEW!](#)
 - B. [Sixth Year Extension Request Form – PI](#) (convert Word document to PDF);
 - i. Faculty Sponsor/PI's record of [IDP Meetings with ALL postdocs](#);
 - C. [Sixth Year Extension Request Form – Postdoc](#) (convert Word document to PDF);
 - i. Scholar's updated CV;
 - ii. Research Experience Calculator (see [Calculate Research Months](#) for link to spreadsheet – total research experience is verified from this spreadsheet);
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