International Postdoctoral Research Fellow
Process Flow Chart

STEP 1:
- Prospective PDRF contacts the Department/Faculty to discuss research proposal with a potential Principal Investigator (PI) host.
- Host Department indicates acceptance of prospective PDRF by providing an Invitation letter.
- PDRF to obtain proof of funding to support the research at UCT.

STEP 2:
- Prospective PDRF to make contact with the Postdoctoral Administration Officer (Stacey Moses) for the registration process.
  - Registration criteria and eligibility for registration as a PDRF at UCT.
  - Definition
  - Policy document
  - Grievance procedure document
  - UCT 1B Registration form
  - Memorandum of Agreement (MOA)
  - Memorandum of Understanding (MOU)
  - Pros and cons of different Visa types
  - PG014 - (URC / URC ARG / Claude Leon / NRF Freestanding / NRF Innovation / NRF Scarce Skills / NRF SKA / NRF TWAS / NRF SABI / NRF Early Career / CIDRI-AFRICA
  - PG015 – NRF Grant Holder & SARCHI only
  - PG016 – Departmental Fellowships only along with a copy of the proof of money transfer
  - PDRF Progress Report
  - PG023 notification of termination and/or completion of Postdoctoral Research.
  - Endorsement of Academic and Professional accomplishments form.

STEP 3:
- Return completed documents to Postdoctoral Administration Officer.
  - Certified copy of visa
  - Certified copy of passport
  - Medical Insurance
  - 1B Registration form
  - Memorandum of Agreement
  - Full CV (to include list of publications)
  - PhD Certificate or proof of submission of doctoral degree
  - Letter of Award from Funder
  - Letter of Acceptance by Fellow
  - Approved and signed Conditions of Award
  - PG014 / PG015 / PG016 claim form

PROCESS START
Are documents complete? IF NO, process stops and communication is sent to fellow

YES
PGFO captures Fellows information onto PSoft and generates an ID

IAPO/PFO notifies fellow to obtain IAPO clearance

Fellow takes authorization letter to Access control to collect card

PFO informs fellow on ICTS visit for set up of email address and system access

PFO informs fellow of completed registration and provides authorization letter to collect access card

PGFO completes PeopleSoft process

IAPO/Fellow informs PFO once clearance is done

Fellow then captures bank details on PSoft Self-Service

PDRF informs PFO once bank and preferred email address has been uploaded

PFO process payment via fee account and Bank

PROCESS ENDS