



International Postdoctoral Research Fellow Process Flow Chart

Postgraduate Centre and
Funding Office (PGFO)/Officer

Department

International Academic
Program Office (IAPO)

Faculty Administrator

Postdoctoral Research Fellow
(PDRF)

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. Documents you will receive from the Postdoctoral Administration Officer:
 - 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.
 - Documents for return:
 - 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

