



August 21, 2025

## **Procedure for Inviting Postdoctoral Fellows**

- 1) Submit a candidate portfolio:
  - A. An invitation form for a postdoctoral fellowship at the Technion, including an Israeli ID number or Technion identification number (for fellows who are not Israeli citizens) starting with the number 89 (this can be done using a number generator for ID numbers in Excel). The form should be submitted after budget approval.
  - B. Detailed letter from the advisor regarding the postdoctoral fellow.
  - C. Curriculum vitae.
  - D. 2 letters of recommendation.
  - It must be verified that the candidate meets the criteria for the fellowship according to the regulations for postdoctoral fellows, and will be advised by a senior faculty member who is at the Technion.
  - Processing of the request will begin only after a complete candidate portfolio has been submitted.
  - After approval by the Executive Vice President for Academic Affairs, an appointment letter will be issued and signed by the Executive Vice President for Academic Affairs. The appointment letter will be sent to the faculty and forwarded by the faculty to the fellow (an appointment letter signed by the fellow must be returned via email).

In addition to the above instructions:

  - Candidates submitted to the Technion Scholarship Committee: Submissions must adhere to the circular that is issued each year in October.
  - Candidates for External Scholarships (e.g., Planning and Budgeting Committee, Ministry of science, Zuckerman) submitted through the Technion: Submissions should be in accordance with the requirements of the funding body and the published guidelines.
- 2) Visa: Two months before the date of arrival, visa application arrangements for the foreign fellow and their family members should be made: A copy of the fellow's and their family members' passports should be provided. We will prepare a letter for the embassy, which the fellow will take to the embassy closest to their place of residence to arrange for the receipt of the visa.
- 3) Guest Arrival submission shortly after the fellow's arrival at the Technion):
  - A. Form notifying of the fellow's arrival.
  - B. Passport photo.
  - C. Copy of flight ticket and boarding pass, as well as the receipt or proof of payment if a flight reimbursement is requested.
  - D. Foreign fellows: Check that the fellow and their family members have a medical insurance policy for the entire duration of the appointment. If the fellow has not yet purchased health insurance, the guest should be referred to an insurance agent who works with the Technion.



E. Post Doctorate Information form.

- 4) Scholarship Supplement: If you wish to provide a supplement to the scholarship, you must submit a postdoctoral fellowship at the Technion scholarship supplement form, and submit a budget-approved form.
- 5) Budget Number Change: If you wish to change the budget number for scholarship funding, submit a budget-approved change in budget number for billing form.
- 6) Extension of the Fellowship: Submit a postdoctoral fellowship at the Technion extension form – budget-approved.
  - The faculty must ensure that the fellow's medical insurance eligibility period covers the entire period of the extended fellowship.
- 7) Conclusion of the Visit: Approximately two weeks before the end of the postdoctoral fellowship, you must submit:
  - A. End of the postdoctoral fellowship notification form.
  - B. Copy of flight ticket and receipt of payment if a flight reimbursement is requested.
  - C. A summary report of the fellow, approved by the advisor.
  - D. If the fellowship is terminated, at the fellow's initiative, before the scheduled end date of the appointment, a short letter from the fellow explaining the early conclusion should be attached. If the fellowship is terminated at the advisor's initiative, a letter from the advisor explaining the early termination, along with a brief written summary of the hearing held with the fellow and the dean of the faculty, signed by both the dean and the fellow, should be attached (it should be made clear that the hearing is intended to explain to the fellow the reason for the termination of their fellowship and to hear their perspective, but it does not involve a discussion on the decision regarding the termination of the fellowship).
    - In case of early departure or conclusion of the visit, the faculty is responsible for informing the budget managers of the changes.
  - E. Final scholarship release letter in the case where the scholarship was frozen as a guarantee for the owner of an apartment rented by the fellow.
- Each document should be submitted separately.
- **All documents and forms are to be submitted by email only.**

Forms can be downloaded from the Academic Staff Office website:

<https://segel.net.technion.ac.il/he>

For inquiries, please contact the Faculty Secretariat to reach Ayellet Katalan, Head of the Unit for Academic Visitors & Post-Doctoral Fellows:

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