



January 2, 2024

Procedure for Inviting a Post-Doctoral Fellow

1) Submitting the Candidate's File:

- a. The invitation form for post-doctoral training at the Technion, which includes the Israeli ID number or the Technion identification number (for fellows who are not Israeli citizens, starting with 89) (this can be generated via an Excel file that creates identification numbers). The form must be submitted after budget approval.
- b. A letter from the advisor detailing the fellow's purpose/activities.
- c. Curriculum Vitae (CV).
- d. 2 Letters of Recommendation.

- Ensure that the candidate meets the criteria for post-doctoral training according to the regulations for post-doctoral fellows and is under the supervision of a senior faculty member at the Technion.
- The processing of the request will only begin once the complete candidate file has been submitted.
- After academic approval by the Executive Vice President for Academic Affairs (EVPAA), an official appointment letter signed by the EVPAA will be issued. The appointment letter will be sent to the faculty and forwarded by the faculty to the fellow (the signed appointment letter must be returned by the fellow via email).

In addition to the above instructions:

- Candidates for the Technion Fellowship Committee: Applications must be submitted in accordance with the circular distributed each year in October.
- Candidates for external fellowships (for example: Planning and Budgeting Committee, Ministry of Science, Zuckerman) submitted through the Technion: Applications must be submitted in accordance with the funder's requirements and the published calls for proposals.

2) Visa: Two months prior to the arrival date, visa arrangements must be made for the international fellow and their family members:

A copy of the passport for both the fellow and their family members must be provided. We will prepare a letter for the embassy, which the fellow will take to the nearest embassy to their place of residence to arrange for receipt of the visa.

3) Arrival of the Fellow (to be submitted shortly after the fellow's arrival at the Technion):

- a. Form notifying the start of post-doctoral training.
- b. Passport photo.
- c. A copy of the flight ticket, boarding pass, and a receipt or proof of payment if reimbursement for the flight is requested.
- d. For international fellows: Ensure 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, it is advisable to refer them to the insurance agent who works with the Technion.



- 4) Fellowship Supplement: If you would like to provide a supplement to the fellowship, you must submit a budget-approved “Post-Doctoral Fellowship Supplement” form.
 - 5) Budget Number Change: If you would like to change the budget number for funding the fellowship, you must submit a budget-approved “Change in Budget Number for Billing” form.
 - 6) Extending the Fellowship: You must submit a budget-approved “Extension of Post-Doctoral Fellowship at the Technion” form.
 - The faculty must ensure that the fellow’s medical insurance coverage is valid for the entire duration of the extended fellowship period.
 - 7) Conclusion of the Fellowship – Approximately two weeks before the end of the fellowship, the following must be submitted:
 - a. “Post-Doctoral Fellowship Conclusion” form.
 - b. A copy of the flight ticket and receipt of payment if reimbursement for the flight is requested.
 - c. A summary report from the fellow, approved by the advisor.
 - d. If the fellowship was concluded before the end of the appointment period at the initiative of the fellow, a brief letter from the fellow explaining the early conclusion must be attached. If the fellowship was terminated at the initiative of the advisor, a letter from the advisor explaining the early termination must be attached, along with a brief written summary of the hearing held with the fellow by the faculty dean, signed by both the dean and the fellow (it should be clarified that the hearing is intended to explain to the fellow the reason for the termination of the fellowship and to hear their arguments, but it does not involve a discussion of the decision regarding the termination of the fellowship).
 - If the fellowship was ended before the conclusion of the appointment, the faculty is responsible for notifying the budget managers about the change.
 - e. A letter of release for the final fellowship payment, if the fellowship was frozen as a guarantee for the landlord of the property rented by the fellow.
- All documents should be submitted as separate files.
 - **All documents and forms must be submitted via email only.**

The forms can be downloaded from the Academic Staff 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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