

June 2025

Bar-Ilan University — International Postdoc On-Boarding Checklist For Advisors & Departmental Administrators

Audience: PIs/supervisors, department coordinators and heads.

Purpose: A concise, chronological “do-list” for bringing an international post-doctoral fellow from first contact to first paycheck.

For complete details, see our [Welcome Letter](#) for International Postdocs and the full [Postdoctoral Fellowship Policy](#) at the Academic Secretary website, where you can also find the **Application to Accept a Postdoctoral Fellow** form.

o. Early sounding-out (before paperwork)

1. Verify baseline eligibility

- PhD/MD awarded ≤ 5 years ago (or approved extensions).
- PhD supervisor \neq intended BIU supervisor (or fellowship ≤ 1 year if identical).
- Field match (or supervisor expressly agrees to a disciplinary switch).

2. Secure money first

- Identify full scholarship source(s) – internal funds, grants, external foundations, etc.
- Confirm budget line with Research Authority/finance.

3. Advise the candidate on mandatory health cover & entry visa

- Fellow must arrive with valid Israeli health insurance (proof required before Day 1).
- Start visa process early ([International School](#) can guide).



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1. Formal application ("Accept a Postdoctoral Fellow" form)

4. Collect & compile:

- Candidate CV, publication list, ≥ 1 recommendation letter.
- PhD certificate / letter of eligibility (or conditional-status letter).
- 1-2-page postdoctoral research plan.
- Funding confirmation (or candidate consent to *no-grant* status).
- Proof of health insurance.
- **Circulate the policy for signatures** – route the document to the PI and the prospective postdoc for signature circulation before forwarding it to the department office.

5. Route the form:

- Supervisor → Department → Department Head for endorsement.
- Department Head → Faculty Dean for final academic approval.
- Keep copies in departmental file.

2. Registration as a BIU Postdoc

6. Supervisor & fellow complete registration packet

- Attach passport copy.
- Department office emails the packet + **signed policy** to the Office of the Academic Secretary (OAS).

7. Academic Secretary (OAS) → Talam (תל"ח) → ILANET

- OAS opens the record; Talam creates a student ID; ILANET status appears.
- Department confirms in ILANET and **sends written notice** to the fellow.
- *Stipend processing cannot start until this confirmation is sent.*



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3. First-day / first-week logistics

8. **Workspace & access** – department should arrange (if applicable) office/desk/lab station, computer login, BIU 365 account, library card, campus entry sticker, lab safety if relevant.
9. **Housing welcome** – international fellows often need help locating apartments and opening a bank account; For accommodation options and availability, visit our [Dormitories for International Students](#) page.
10. **Banking**: for scholarship payments or other reasons; you can find more information [here](#). Keep in mind that the process may take a few days, so we recommend bringing enough cash for the PD's first few days in Israel.
11. **Induction** – supervisor reviews: research plan, seminar expectations, attendance & absence rules (any > 2-week absence needs pre-approval), teaching limit (≤ 4 weekly hrs inside BIU only).

4. During the fellowship (annual cycle)

11. **Scholarship payments & taxes** – monitor that finance disburses monthly once ILANET status is "active"; deduct mandatory taxes if applicable.
12. **Course enrolment (if required)** – fellow audits / registers through ILANET; supervisor signs off.
13. **Annual research report** – fellow submits to supervisor; supervisor forwards to Dean with brief evaluation before new-year renewal and stipend extension.
14. **Funding / visa / insurance rollover** – each spring confirm next-year budget, fellowship extension (max 5 years total), [visa renewal](#) and [valid insurance](#).



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5. Completion or early termination

15. Planned finish

- Fellow drafts final research report.
- Supervisor emails OAS the certification details (name, passport, dates, hours, research topic).
- Department ends ILANET status.
- Certificate circulated for Supervisor → Dean → Academic Secretary signatures, then delivered to fellow (Hebrew and/or English as requested).

16. Early exit / discontinuation

- Give/receive \geq 1-month written notice.
- Stipend stops pro-rata on last day.
- Copies of all notices and decisions filed with OAS and department.



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