Extension Process for Postdocs

**Confirm Extension**
- Yes: Provide Justification for 5th Year
- No: Complete Annual Review with Scholar

**Hiring Manager**

**Human Resources**

**Dean's Office**

**Financial Officer**

**IS/IT**

**Reach out to PI to ask if extending**
- Yes: Is this a 5th Year Postdoc?
- No: Review 5th Year Appointment

**Review 5th Year Appointment**
- Yes: Confirm 0-5% Raise Annual Review
- No: Renew Visa?

**Confirm 0-5% Raise Annual Review**
- Yes: Submit Materials For Extension
- No: Email Scholar for Termination Materials

**Renew Visa?**
- Yes: Submit Materials For Extension
- No: Email Scholar for Termination Materials

**Submit Materials For Extension**
- Approved: Update Repeps
- Denied: Get New Visa Stamp

**Submit Materials for Termination**
- Email Scholar for Termination Materials

**Contact IS/IT to discuss best visa to extend/renew/change**

**Give Scholar New DS2019**
- Require new stamp is leaves US after past stamp expires

**Confirm Cost Object(s)**