

Form for onboarding of new scientist

Please send the completed form, together with the attachments, to the Postdoctoral Office (pdo@ist.ac.at) **at least 2 months before your arrival at IST Austria.**

Please note, the PDO will only start the onboarding process when all required information and documents (from the new scientist and the host professor) have been provided.

TO BE FILLED IN BY NEW SCIENTIST

First name(s)		Last name	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality¹⁾	
Date of birth		Austrian Social Security Number (if already available)	
Academic status	<i>Highest awarded degree (if any):</i> <i>Current enrollment (if any):</i>		
Email address			
Current address²⁾	<i>Street and number:</i> <i>Postal code:</i> <i>City:</i> <i>Country:</i>		
Are you coming with any additional supplementary funding (grants, fellowships, scholarships, etc.)? <i>If yes, please attach copies of the agreements.</i>			
External employment³⁾ (if any)			
Anticipated external activities/side-line activities (if any)⁴⁾			
Existing Intellectual Property (IP) connected to your research prior to joining IST Austria (if any)			
What is the purpose of your stay at IST Austria?			
Other comments			

Please attach the following documents when returning your form as they are required to start the onboarding process.

Attached:	<input type="checkbox"/> CV <input type="checkbox"/> Copy of passport <input type="checkbox"/> University diplomas (BSc/MSc/PhD) or confirmation of completion of all degree requirements ⁵⁾ <input type="checkbox"/> Confirmation of enrollment in a PhD program (<i>Predoctoral Visiting Scientists</i>) <input type="checkbox"/> Portrait photo in jpg format <input type="checkbox"/> Copies of agreements of grants/fellowships etc. (<i>if applicable</i>) <input type="checkbox"/> Copy of Austrian work permit (<i>if applicable and already available</i>) ¹⁾ <input type="checkbox"/> Other documents, please specify:
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ADDITIONAL INFORMATION

1) *If you are from a non-EU/EEA country, please remember to apply for a visa so that you can take up employment/residence in Austria. You can contact our International Officer (vlad.cozac@ist.ac.at) for assistance.*

2) *The address where you currently live*

3) *Any other employment contract that you would have during your time at IST Austria (including part-time employment)*

4) *Any activity outside the scope of an employee's contract which could result in additional income, IP, conflicts of interest or could otherwise impact the employee's duties or position at IST Austria. This could include activities as a consultant, lecturer, advisory board member, etc.*

5) *If you have not received the final diploma, but have completed all requirements for your degree, please attach a confirmation (mainly concerns incoming Postdocs who are finalizing their PhD degree)*