UNIVERSITY OF CAPE TOWN
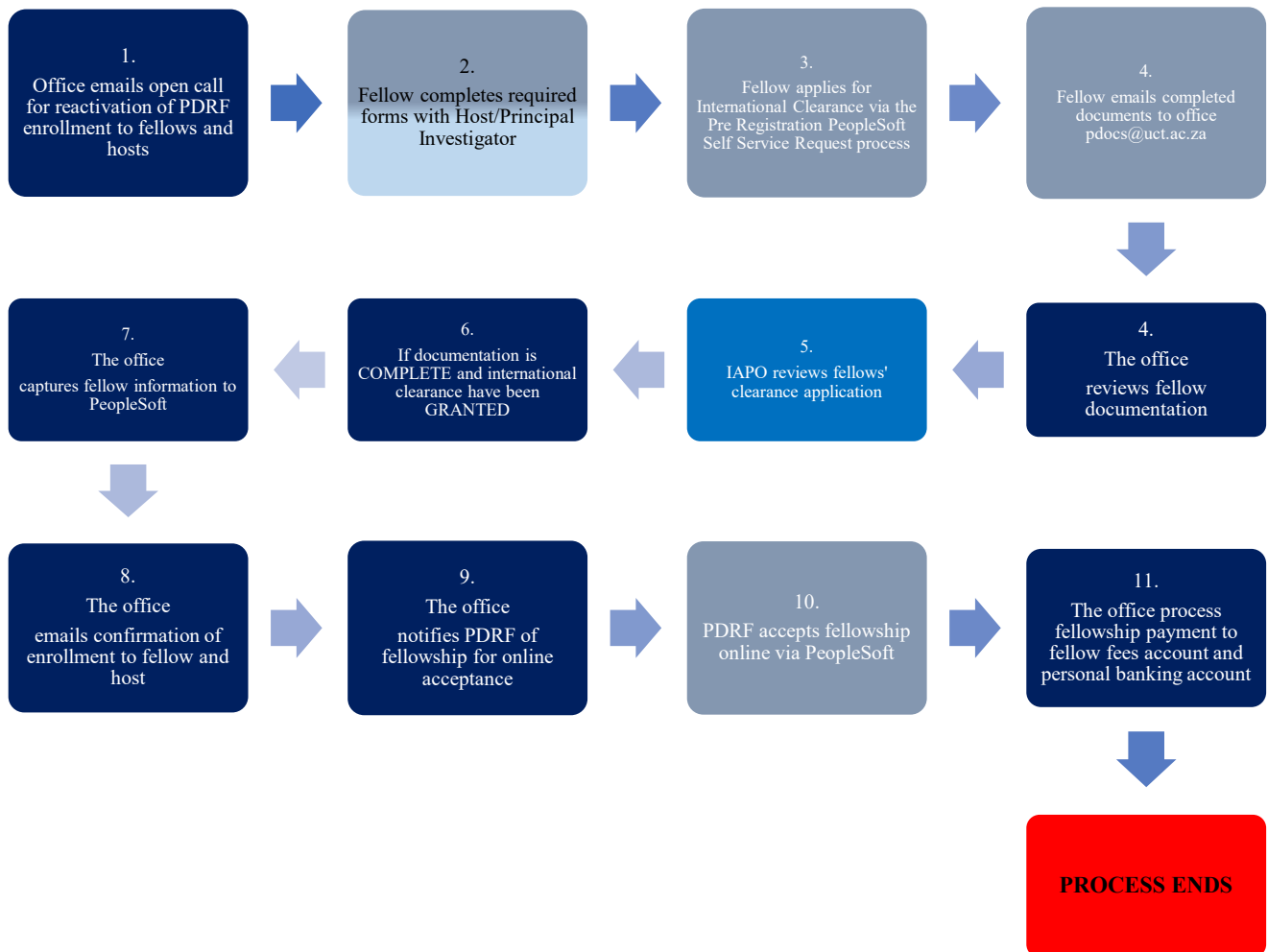# POSTGRADUATE FUNDING OFFICE (PGFO)
International Postdoctoral Research Fellow
Process Flow Chart for
REACTIVATION OF ENROLLMENT

Prospective Fellow
Host / Principal Investigator
PGFO PDOC office
International Academic Programmes Office - IAPO

1.
Office emails open call for reactivation of PDRF enrollment to fellows and hosts

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2.
Fellow completes required forms with Host/Principal Investigator

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3.
Fellow applies for International Clearance via the Pre Registration PeopleSoft Self Service Request process

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4.
Fellow emails completed documents to office pdocs@uct.ac.za

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7.
The office captures fellow information to PeopleSoft

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6.
If documentation is COMPLETE and international clearance have been GRANTED

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5.
IAPO reviews fellows' clearance application

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4.
The office reviews fellow documentation

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8.
The office emails confirmation of enrollment to fellow and host

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9.
The office notifies PDRF of fellowship for online acceptance

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10.
PDRF accepts fellowship online via PeopleSoft

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11.
The office process fellowship payment to fellow fees account and personal banking account

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PROCESS ENDS

Notes:

Step 3.   *Fellows are required to upload all relevant documentation to the PeopleSoft Self Service request*

Step 5.   *The fellow's application will be set to pending until all required documentation is submitted and until international clearance have been granted. The office monitors international clearance applications daily*

Step 9.   *The PGFO PDOC office may initiate payment for internal awards. Other relevant offices are notified to commence payment process dependent on what fellowship the PDRF has been awarded*