

## Hruby Group - New Scholar Information

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### Document Attachments

Full New (UofA) Scholar Packet

Full New International Scholar Packet

[Check In Form](#) <sup>[2]</sup>

[Key Request Form](#) <sup>[3]</sup>

DS - 2019 Questionnaire

### Prior to starting:

- [Email](#) <sup>[1]</sup> and meet with Dr. Hruby to discuss research interests and
- Using the [email template](#), request an appointment with the Business Office

### On Your First Day in the Hruby Group

- Attend your appointment with the Business Office
  - Turn in completed [Check In Form](#) <sup>[2]</sup> to business office during your appointment
- Meet and choose your [Group Mentor](#) to discuss research interests
- Send Dr. Hruby the [Informational email and photo for the group website](#)
- Have your mentor help you fill out the [Key Request Form](#) <sup>[3]</sup>
  - Bring signed form to the Front Office (OC 220)
  - Bring the slip they give you to the Key Office (corner of Mabee)
- [Complete Safety Course](#) <sup>[4]</sup>: Read the instructions, take the online course, and confirm you have passed the course.

### Business Office Email Template

Schedule an appointment with the business office to fill out the appropriate forms.

**To:** Dr. Hruby, Stephanie Moyer ([smoyer@email.arizona.edu](mailto:smoyer@email.arizona.edu) <sup>[5]</sup>), Dionne Johnson

**Subject:** New Hire Paperwork Appointment

Dear All,

My name is **[Your Name]** and I am a **[your academic status]** at the **[University, Location]** from **[Start date]** to **[End date]** and would like to schedule an appointment on **[First available day]** at **[Availability]**.

Thank you so much for your time, and I look forward to meeting with you.

Sincerely,

**[Your name]**

### [New International Scholar Checklist](#)

### Prior to starting:

- Send Dr. Hruby an email requesting an appointment for your first day here and an official letter of support. Please attach your CV to this email.
- After communicating with Dr. Hruby, Use the [email template](#) provided to request an appointment with the Business Office to fill out paperwork on your first day here. Please attach the following information:
  - Passport (Copy)
  - I-94 Arrival/Departure Record (Copy)
  - [Completed DS-2019 Questionnaire](#)
  - A printable Curriculum Vitae
  - Dr. Hruby's Letter of Support
  - (If Applicable) Letter of support or bank statement with proof of outside support for the duration of your time at the University of Arizona.
  - Visa (Copy) \* *Note: If your Visa has not been issued yet, just send it as soon as possible*

### On Your First Day in the Hruby Group

- Meet and choose your [Group Mentor](#) to discuss research interests
- Send Dr. Hruby the [informational email and photo for the group website](#)  
Attend your appointment with the Business Office Turn in completed [Check In Form](#)<sup>[2]</sup> to business office during your appointment
- Have your mentor help you fill out the [Key Request Form](#) <sup>[3]</sup>
  - Bring signed form to the Front Office (OC 220)
  - Bring the slip they give you to the Key Office (corner of Mabel and Cherry)
- [Complete Safety Course](#)<sup>[4]</sup>: Read the instructions, take the online course, print the certificate and bring it to TSO (Koffler 204) as proof that you have passed the course.

### [Business Office Email Template](#)

Schedule an appointment with the business office to fill out the missing information in the following email template:

**To:** Dr. Hruby, Stephanie Moyer ([smoyer@email.arizona.edu](mailto:smoyer@email.arizona.edu)), and [ldjohnson@email.arizona.edu](mailto:ldjohnson@email.arizona.edu)<sup>[6]</sup>, and A

**Subject:** New International Hire Paperwork

**Attachments:** Passport (Copy), Visa (Copy), [Completed DS-2019 Questionnaire](#), Curriculum Vitae, Dr. Hruby's Letter of Support

Dear All,

My name is [Your Name] and I am a [Your Title]. I have had contact with Dr. Victor J. Hruby and will be coming to campus to schedule an appointment on [First day of your first week]. Please note my availability for that day: [Your Availability]. I have also attached information about my research and meeting with you.

Sincerely,  
[Your name]

## Group Mentors

**Dr. Minying Cai**

Office: CBC 318

Email: [mcai@email.arizona.edu](mailto:mcai@email.arizona.edu)<sup>[8]</sup>

Lab: CSB 309

**Nabila Brabez**

Office: CSB 314

Email: [nabilab@email.arizona.edu](mailto:nabilab@email.arizona.edu)<sup>[9]</sup>

Lab: CSB 309

**Dr. Aswini Giri**

Office: OC 233

Email: [agiri77@email.arizona.edu](mailto:agiri77@email.arizona.edu)

Lab: OC 233

**Dr. Scott Cowell**

Office: OC 233

Email: [cowell@email.arizona.edu](mailto:cowell@email.arizona.edu)<sup>[12]</sup>

Lab: OC 233

**Dr. Srinivas Deekonda**

Office: OC 233

Email: [srinivad@email.arizona.edu](mailto:srinivad@email.arizona.edu)<sup>[13]</sup>

Lab: OC 233

**Dr. YeonSun Lee**

Office: OC 233

Email: [lee@email.arizona.edu](mailto:lee@email.arizona.edu)<sup>[14]</sup>

Lab: OC 233

## Group Website Email Template

To: Dr. Hruby

Subject: Information for Group List and Website

Dear Christine/Sandra,

Here is my information for the group list and website.

**[Please write a short paragraph including the following:]**

1. Pertinent Background
2. The year/semester you are joining (make it past-tense), your position/title, and a co
3. Any other research interests not previously included
4. Future plans or goals.
5. One small (about wallet sized) good photo of you

Sincerely,

**[Your name]**

## Departmental<sup>[16]</sup>

Department of Chemistry and Biochemistry at The University of Arizona  
P.O. Box 210041, 1306 East University Blvd., Tucson, AZ 85721-0041  
Phone: 520.621.6354 Fax: 520.621.8407

[UA NetID Login](#)

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### **Source URL (retrieved on 01/12/2013 - 3:24am):**

[http://www.chem.arizona.edu/research\\_group/hruby\\_new\\_scholar\\_info](http://www.chem.arizona.edu/research_group/hruby_new_scholar_info)

### **Links:**

- [1] <mailto:hruby@email.arizona.edu>
- [2] <http://quiz2.chem.arizona.edu/chempro/FormsImages/Forms/FillablePDFs/CheckInForm.pdf>
- [3] <http://quiz2.chem.arizona.edu/chempro/FormsImages/Forms/FillablePDFs/KeyRequestFillable.pdf>
- [4] <http://risk.arizona.edu/healthandsafety/labchemicalsafety.shtml>
- [5] <mailto:smoyer@email.arizona.edu>
- [6] <mailto:ldjohnson@email.arizona.edu>
- [7] <mailto:atary@email.arizona.edu>
- [8] <mailto:mcai@email.arizona.edu>
- [9] <mailto:nabilab@email.arizona.edu>
- [10] <mailto:agiri77@email.arizona.edu>
- [11] <mailto:smhall@email.arizona.edu>
- [12] <mailto:cowell@email.arizona.edu>
- [13] <mailto:srinivad@email.arizona.edu>
- [14] <mailto:lee@email.arizona.edu>
- [15] <mailto:vardanyar@email.arizona.edu>

[16] <http://www.chem.arizona.edu/taxonomy/term/21>