

# Hruby Group Test

## [New \(UofA\) Scholar Checklist](#)

### Prior to starting:

- [Email](#)<sup>[1]</sup> and meet with Dr. Hruby to discuss research interests and involvement opportunities
- Using the [email template](#), request an appointment with the Business Office to fill out paperwork on your first day here.

### 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 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 For New \(UofA\) Scholars](#)

Schedule an appointment with the business office to fill out the appropriate paperwork. To do this, fill out the missing information in the following email:

**To:** Dr. Hruby, Stephanie Moyer ([smoyer@email.arizona.edu](mailto:smoyer@email.arizona.edu)<sup>[5]</sup>), Dionne Johnson ([ldjohnson@email.arizona.edu](mailto:ldjohnson@email.arizona.edu)<sup>[6]</sup>), and Amy Tary ([atary@email.arizona.edu](mailto:atary@email.arizona.edu)<sup>[7]</sup>)

**Subject:** New Hire Paperwork Appointment

Dear All,

My name is **[Your Name]** and I am a **[your academic status]** at the **[University, Location]**. I have been in contact with Dr. Victor J. Hruby and will be joining his group from **[Start date]** to **[End date]** and would like to schedule an appointment on **[First day at the University of Arizona]** to fill out the hiring paperwork. Please note my availability for that day: **[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 For New International Scholars](#)**

Schedule an appointment with the business office to fill out the appropriate paperwork. To do this, fill out the missing information in the following email:

**To:** Dr. Hruby, Stephanie Moyer ([smoyer@email.arizona.edu](mailto:smoyer@email.arizona.edu)<sup>[5]</sup>), Dionne Johnson ([ldjohnson@email.arizona.edu](mailto:ldjohnson@email.arizona.edu)<sup>[6]</sup>), and Amy Tary ([atary@email.arizona.edu](mailto:atary@email.arizona.edu)<sup>[7]</sup>)

**Subject:** New International Hire Paperwork and Attachments

**Attachments:** Passport (Copy), Visa (Copy), I-94 Arrival/Departure Record (Copy), Completed DS-2019 Questionnaire, Curriculum Vitae, Dr. Hruby's Letter of Support, Proof of outside support

Dear All,

My name is **[Your Name]** and I am a **[your academic status]** at the **[University, Location]**. I have been in contact with Dr. Victor J. Hruby and will be joining his group from **[Start date]** to **[End date]** and would like to schedule an appointment on **[First day at the University of Arizona]** to fill out the hiring paperwork. Please note my availability for that day: **[Availability]**.

I have also attached information about my trip. Thank you so much for your time, and I look forward to meeting with you.

Sincerely,

**[Your name]**

## 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 couple of general words about your project
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]**

## [Forms](#)<sup>[8]</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 - 5:27am):** [http://www.chem.arizona.edu/research\\_group/hruby\\_test](http://www.chem.arizona.edu/research_group/hruby_test)

### **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] <http://www.chem.arizona.edu/taxonomy/term/20>