

Forms/Documents Checklist for Faculty Joining

Name: _____

Employee ID: _____

Designation: _____

Department/School: _____

List of Required Forms & Documents	Status
Copy of Signed/Accepted Offer Letter & Appointment Letter	
Copy of valid CNIC/Passport	
Updated Resume	
3 Passport Size Photos (white background)	
Copy of all Academic Degrees (All Mandatory)	
Title and Text of PhD Abstract	
Signed Personal Action Form (Should be provided at the time of joining)	
Employee Database Form (For medical insurance, EOBI and other LUMS records)	
Photo for Welcome Announcement (Inform time slot to HR for a photo session)*	
Confidentiality and Non-Disclosure Agreement	

***Picture will also be required for welcome announcement. Department coordinator will confirm time for the availability of faculty and HR will arrange photo session for the picture to be taken as per LUMS standard. Any other picture will not be accepted.**

Note: Please make sure that all the documents are clear, readable and completely filled with required approvals. Also, the documents should be sent to HR all at once.