



**NOTE:** Maximum time limit for Exchange Scientists (Courtesy Associates) is a cumulative (or aggregate) of **12 months**.

**Documents Required:**

- Completed NIH Form 590 (Rev. 1/99) – please write “ES” on the upper right-hand portion of the form
- CV and Bibliography
- Copy of highest earned degree (for NIH-sponsored J-1, minimum degree required is a Master’s or equivalent)<sup>1</sup>
- Evidence of supplemental funding, if applicable<sup>2</sup>
- If the ES is a doctoral degree student: evidence of registration with the NIH Graduate Partnerships Program (<http://gpp.nih.gov/>)
- Copy of passport biographical page for ES **and** each dependent (including passport expiration date)
- If currently in the US:
  - Copy of current Form I-94 for ES **and** dependents
  - Copy of most recent visa for ES **and** dependents, if available
  - Copy of immigration documents (see below)

<sup>1</sup> Include translation of all foreign language documents

<sup>2</sup> Include the name of the organization, amount of funding in U.S. Dollars, and duration of funding. The funding letter must be on the organization’s letterhead and signed by an individual authorized to confirm the funding. Minimum funding for NIH-sponsored J-1 must equal \$25,000 on an annual basis.

**In addition, include these documents according to immigration status:**

**J-1 transfer to NIH sponsorship:**

- Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- Ensure properly completed Form 590, particularly Block 19

**J-1 Student or Non-NIH J-1 sponsorship:**

- Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- For J-1 Students, letter of authorization for academic training from RO/ARO
- For all other non-NIH sponsored J-1s, letter of authorization from RO/ARO

**J-2 (Dependents of J-1):**

- Copies of all Forms DS-2019 for J-2 **and** J-1
- Copy of valid Employment Authorization Document (EAD)

**F-1 Student with CPT/OPT:**

- Copy of **all** Forms I-20 (all pages) for F-1
- Current Form I-20 authorized for CPT/OPT
- OPT – Copy of valid Employment Authorization Document (EAD)

**Adjustment Applicants (for LPR):**

- Copy of valid Employment Authorization Document (EAD)

**Other nonimmigrant classifications:**

- Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work

*For any nonimmigrant classifications not listed, please consult with your DIS Team.*

*For DIS Processing Times, please refer to [http://dis.ors.od.nih.gov/advisories/techadvis\\_no01.html](http://dis.ors.od.nih.gov/advisories/techadvis_no01.html)*

*NOTE: Individuals in this category are not covered by the Federal Tort Claims Act, therefore they are generally not permitted to have incidental patient contact. An exception can be made if malpractice insurance is purchased.*

**Send above documents via HAND-CARRY to DIS:**

Building 31, Room B2B07  
31 Center Drive MSC 2028  
Bethesda, MD 20892-2028  
Telephone: (301) 496-6166  
FAX: (301) 496-0847  
<http://dis.ors.od.nih.gov/>

Keep copies of  
**EVERYTHING**  
you send to DIS

*Using hand-carry ensures delivery to DIS. DIS is not responsible for lost packages.  
Lost or misdelivered packages are not grounds for DIS to expedite processing!!*