**Division of**
**INTERNATIONAL SERVICES**

# Request for <u>RENEWAL</u> or <u>IC TRANSFER</u>• of Guest Researcher (GR) or Special Volunteer (VL)

**Documents Required:**

- ❑ Completed NIH Form 590 (Rev. 1/99)
- ❑ Completed Guest Researcher/ Special Volunteer Agreement
- ❑ Updated CV and Bibliography
- ❑ For NIH-sponsored J-1, proof of funding*
- ❑ If changing lab/branch, IC Inter/Intra Transfer Request - http://dis.ors.od.nih.gov/forms/icinterintrarequest.doc (for NIH-sponsored J-1 only)
- ❑ Copy of current Form I-94 for GR/VL **and** dependents
- ❑ Copy of most recent visa for GR/VL **and** dependents, if available
- ❑ Copy of passport biographical page for GR/VL **and** dependents (including passport expiration date)
- ❑ Copy of immigration documents (see below)

\* Include the name of the organization, amount of funding in U.S. Dollars, and duration of funding. If using personal funds, include financial institution bank statement in GR/VL's name, showing the total amount of funding in U.S. Dollars available for use while at the NIH. Minimum funding for NIH-sponsored J-1 must equal $25,000 on an annual basis.

•<u>Transfer Note:  **ALL** IC inter/intra transfers (even for non-J-1s) cannot take place until approved by the DIS!</u>

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

**J-1 Alien Physician (ECFMG sponsorship)**:
- ❑ Requires advance authorization from ECFMG; consult with DIS in advance

**J-1 Student or Non-NIH J-1 sponsorship:**
- ❑ Copy of  extended Forms DS-2019 for J-1 **and** J-2 dependents
- ❑ For J-1 Students, letter of authorization for continued academic training from RO/ARO
- ❑ For all other non-NIH sponsored J-1s, letter of authorization from RO/ARO

**F-1 Student with CPT/OPT:**
- ❑ Copy of current Form I-20 authorized for continued CPT/OPT
- ❑ OPT - Copy of valid Employment Authorization Document (EAD)

**TN, H-1, O-1:**
- ❑ Consult with DIS in advance

**J-2 (Dependents of J-1):**
- ❑ Copy of extended Forms DS-2019 for J-2 **and** J-1
- ❑ 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*

**NOTE:** *Guest Researchers 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 <u>HAND-CARRY</u> 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

Rev. 12/06

*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!!*