



Request for RENEWAL or IC TRANSFER of Pre-doctoral Visiting Fellow (PF) or Supplemental Fellow (SPF)

Documents Required:

- Completed NIH Form 829-2 (fully funded PF) or 829-7 (Supplemental PF)
- FPS award number and/or FPS Fellowship Request form
- Updated CV and Bibliography
- If changing lab/branch, IC Inter/Intra Transfer Request - <http://dis.ors.od.nih.gov/forms/icinterintrarequest.doc> (for NIH-sponsored J-1 only)
- If requesting to extend beyond 3 years, OIR approval (additional 1 year increments may be requested from OIR)
- Proof of supplemental funding, if applicable*
- Copy of current Form I-94 for PF **and** dependents
- Copy of most recent visa for PF **and** dependents, if available
- Copy of passport biographical page for PF **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. Total funding, including outside source and NIH, should be within the established pre-doctoral stipend range.

Reminder: IC cannot provide a supplement solely to provide health insurance coverage. A stipend must also be authorized.

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

In addition, include these documents according to immigration status:

J-1 Student:

- Copy of **extended** Forms DS-2019 for J-1 **and** J-2 dependents
- Letter of authorization for continued academic training 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)

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 classification 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

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

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!!*