



Request for NEW Professional Services Contract (PSC)

NOTE: Maximum limit for Professional Services Contracts is a cumulative (or aggregate) of 12 months.

Documents Required:

- Completed NIH Form 590 (Rev. 1/99) – please write “PSC” on the upper right-hand portion of the form
- PSC – Copy of Professional Service Order or equivalent
- CV and Bibliography
- Copy of highest earned degree (for NIH-sponsored J-1, minimum degree required is a Master’s or equivalent)¹
- Evidence of supplemental funding, if applicable²
- Copy of passport biographical page for PSC **and** each dependent (including passport expiration date)
- If currently in the US:
 - Copy of current Form I-94 for PSC **and** dependents
 - Copy of most recent visa for PSC **and** dependents, if available
 - Copy of immigration documents (see below)

¹ Include translation of all foreign language documents

² 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

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!!