



Request for RENEWAL or IC TRANSFER² of Professional Services Contract (PSC) or Exchange Scientist (ES)

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

Documents Required:

- Completed NIH Form 590 (Rev. 1/99)
- PSC – Copy of Professional Service Order
- 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)
- For NIH-sponsored J-1, proof of supplemental funding, if applicable*
- Copy of current Form I-94 for PSC/ES **and** dependents
- Copy of most recent visa for PSC/ES **and** dependents, if available
- Copy of passport biographical page for PSC/ES **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. Minimum funding for NIH-sponsored J-1 must equal \$25,000 on an annual basis.

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 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)

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: Individuals in these categories 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!!