Division of
INTERNATIONAL SERVICES

Request for <u>RENEWAL</u> or <u>IC TRANSFER</u>• of Post-doctoral Visiting Fellow (VF) or Supplemental Visiting Fellow (SF)

Documents Required:

- ❑ Completed NIH Form 829-2 (VF) or 829-7 (SF)
- ❑ FPS award number and/or FPS Fellowship Request form
- ❑ Updated CV and Bibliography
- ❑ If changing level of patient contact (i.e. from none to incidental), four point memorandum (M.D. only)—required for all fellows
- ❑ If changing lab/branch, IC Inter/Intra Transfer Request - http://dis.ors.od.nih.gov/forms/icinterintrarequest.doc (for NIH-sponsored J-1 only)
- ❑ Proof of supplemental funding, if applicable*
- ❑ Copy of current Form I-94 for VF/SF **and** dependents
- ❑ Copy of most recent visa for VF/SF **and** dependents, if available
- ❑ Copy of passport biographical page for VF/SF **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 post-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

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 continue 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 <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/ *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!!*

Keep copies of
EVERYTHING
you send to DIS

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