



Request for **RENEWAL** or **IC TRANSFER** of
Full-Time Equivalency [FTE] Positions (VS)

Documents Required for FTE requests, including Research Fellow, Clinical Fellow, Staff Scientist, Staff Clinician, Investigator (Tenure-track), Senior Investigator (Tenure), Adjunct Investigator, Special Expert:

- Completed NIH Form 829-1
- 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 FTEs; if full patient contact for J-1, see J-1 Alien Physician (below)
- 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 VS and dependents
- Copy of most recent visa for VS and dependents, if available
- Copy of passport biographical page for VS and dependents (including passport expiration date)
- Copy of immigration documents (see below)

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:

H-1B (for renewals only):

- H-1B petition worksheet and credentials (<http://dis.ors.od.nih.gov/forms/h1bworksheets.doc>)
- LCA attestation form (<http://dis.ors.od.nih.gov/forms/h1blcaattestation.doc>)
- Employer letter (Sample mailed upon request)

H-1B (for transfers only):

- Consult with DIS prior to submission of request

O-1 (for renewals only):

- O-1 petition worksheet and credentials (<http://dis.ors.od.nih.gov/forms/o1worksheets.doc>)
- O-1 Employer letter (Sample mailed upon request)
- DIS will consult with scientist to determine updated evidence

O-1 (for transfers only):

- Consult with DIS prior to submission of request

Adjustment Applicants (for LPR):

- Copy of valid Employment Authorization Document (EAD)

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)

J-1 Alien Physician (ECFMG sponsorship):

- Consult with DIS prior to submission of request
- Refer to ECFMG website: <http://www.ecfm.org/evsp/index.html>

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

Special Note: J-1 Exchange Visitors cannot earn tenure or credit for tenure.

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!!