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
- ❑ Copy of doctoral degree (e.g. M.D., Ph.D.) [1]
- ❑ CV and Bibliography
- ❑ 2 letters of reference
- ❑ Four point memorandum, if applicable, for incidental patient contact (M.D. only)—required for <u>ALL</u> FTEs; if full patient contact is requested for J-1 sponsorship, see J-1 Alien Physician (below)
- ❑ Copy of passport biographical page for VS and each dependent (including passport expiration date)
- ❑ If currently in the US:
  - ❑ Copy of current Form I-94 for VS **and** dependents
  - ❑ Copy of most recent visa for VS **and** dependents, if available
  - ❑ Copy of immigration documents (see below)

[1] Include translation of all foreign language documents

In addition, include these documents according to immigration status:

H-1B:
- ❑ H-1B petition worksheet and credentials (http://dis.ors.od.nih.gov/forms/h1bworksheet.doc)
- ❑ LCA attestation form (http://dis.ors.od.nih.gov/forms/h1blcaattestation.doc)
- ❑ Employer letter (Sample mailed upon request)

O-1 (initial review by DIS[2]):
- ❑ IC memo requesting use of O-1
- ❑ Copy of CV

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 829-1, particularly Block 38

J-1 Student:
- ❑ Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- ❑ Letter of authorization for academic training from RO/ARO

Adjustment Applicants (for LPR):
- ❑ Copy of valid Employment Authorization Document (EAD)

F-1 Student with OPT:
- ❑ Copy of **all** Forms I-20 (all pages) for F-1
- ❑ Current Form I-20 authorized for OPT
- ❑ Copy of valid Employment Authorization Document (EAD)

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)

J-1 Alien Physician (ECFMG sponsorship):
- ❑ Consult with DIS prior to submission of request
- ❑ Refer to ECFMG website: http://www.ecfmg.org/evsp/index.html
- ❑ Copy of all Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- ❑ ECFMG certification

Other nonimmigrant classifications:
- ❑ Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work

[2] *Prior to submission of an O-1 request, consult with your DIS Team to determine if the O-1 is the only option, and then submit the IC request memo and CV for initial review. See DIS Technical Advisory 20 for details on the IC request memo (see link below).*

For more information on NIH-sponsorship of an O-1 or H-1B, please refer to DIS Technical Advisory 20 at http://dis.ors.od.nih.gov/advisories/techadvisories.html

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 <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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