

**Office of Research Services  
DIVISION OF INTERNATIONAL SERVICES**

**IC DATA SHEET**

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**NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SCIENCES (NIEHS)**

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**Comments:**

- NIEHS has its own appointing authority
- FedEx documents to NIEHS at least once a week
- Key Contact will send envelope with requests as needed, may contain DS-2019's for emergency travel and checks
- Submit immigration paperwork to NIEHS Key Contact for individual's signature and collection of fees.
- Send HR and sponsor copies of letters/forms to the Key Contact directly, who will forward to them (Fax all time sensitive HR documents to Key Contact)
- Key Contact completes Visiting Foreign Scientist Data Checklist.
- NIEHS Key Contact/HR processes I-9 for Employees

NIEHS Mailing address:  
111 T.W. Alexander Dr  
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