

**National Institutes of Health Alumni Mailing Address System  
Notification of Mailing Address  
For Non-Employee Workers**

**Send the completed form to:  
DSRS/SAB/DPM  
Building 31, Room B3C33**

**Section 1: Worker Information**

<b>1. Last Name</b>		<b>First Name</b>		<b>M.I.</b>
<b>2. Social Security No.</b>	<b>3. Sex</b>	<b>4. Date of Birth</b>		
- - - - -	<input type="checkbox"/> M <input type="checkbox"/> F	- - - - -		
<b>4. Street Address</b> <i>(Use only letters and numbers. Do not use punctuation marks. Leave one space between words.)</i>				
<b>5. City</b> <i>(Leave one space between words.)</i>				<b>6. State</b>
<b>7. Country</b> <i>(If not USA)</i>			<b>8. Zipcode</b>	
			- - - - -	

**Section 2: NIH Program Information**

<b>1. Program Code</b>	<b>2. Date joined program</b>	<b>3. Position Title</b>		
<i>See list below for codes.</i>	- - - - -			
<b>4. Administrative Code</b>	<b>5. Educational level code</b>			
	<i>See list below for codes.</i>			

**Section 3: Certification**

Signature	Date

**Program Codes**

<i>Code</i>	<i>Definition</i>
01	Clinical Electives Program (MD and DDS students)
02	Clinical Center Volunteers
03	Contractor Personnel
04	FIC International Research Fellowships
05	Fogarty International Scholars
GUEST RESEARCHERS:	
06	Howard Hughes Medical Institute-NIH Research Scholars
07	National Research Council-NIH Research Associates
08	NIH Scientist Emeritus Program
09	NIH Health Scientist Emeritus Program
10	All other guest researchers
11	Health Care Volunteers (under authority 42 U.S.C. 217(b) (Clinical Center only))
12	IRTA Predoctoral Fellows
13	IRTA Postdoctoral Fellows
14	IRTA Summer Fellows
15	National Research Service Award Intramural Fellows
16	NCI Cancer Prevention Fellowship Program
17	NCI Nurse Training
18	NCI Student Research Program
19	NCI Biotechnology Training Program
20	NCI Epidemiology and Biostatistics Training Program
21	Sobel Student Fellows
SPECIAL VOLUNTEERS : (Sections 402 and 405 PHS Act)	
22	FAES-administered fellowship or stipend support programs
23	Jesse Roth Foundation Fellows
24	All other special volunteers
25	Student Volunteers (under 5 U.S.C. 3133)
26	Visiting Fellows

**Highest Education Level Codes**

<i>Code</i>	<i>Definition</i>
00	Not applicable
01	Some elementary school-did not complete
02	Elementary school completed-no high school
03	Some high school-did not graduate
05	Terminal occupational program-did not complete
06	Terminal occupational program-certificate completion, diploma, or equivalent
07	Some college, less than one year
08	1 year of college
09	2 years of college
10	Associate degree
11	3 years of college
12	4 years of college
13	Bachelor's degree
14	Post-bachelor's
15	First professional
16	Post-first professional
17	Master's degree
18	Post-master's
19	Sixth-year degree
20	Post-sixth year
21	Doctorate degree
22	Post-doctorate