Division of
INTERNATIONAL SERVICES

Request for <u>NEW</u> Guest Researcher (GR) or Special Volunteer (VL)

Documents Required:

- ❑ Completed NIH Form 590, Rev. 1/99 (http://dis.ors.od.nih.gov/forms/01_forms.html)
- ❑ Completed NIH Form 829-1, Part II, Completed by the Foreign National Scientist (http://dis.ors.od.nih.gov/forms/01_forms.html)
- ❑ Completed Guest Researcher/ Special Volunteer Agreement
- ❑ CV and Bibliography
- ❑ Copy of highest earned degree (for NIH-sponsored J-1, minimum degree required is a Master's or equivalent)[1]
- ❑ Evidence of funding[2]
- ❑ If GR/VL is a doctoral degree student: evidence of registration with the NIH Graduate Partnerships Program (http://gpp.nih.gov/)
- ❑ Copy of passport biographical page for GR/VL **and** each dependent (including passport expiration date)
- ❑ If currently in the US:
  - ❑ Copy of current Form I-94 for GR/VL **and** dependents
  - ❑ Copy of most recent visa for GR/VL **and** dependents, if available
  - ❑ Copy of immigration documents (see below)

[1] Include certified translation of all foreign language documents
[2] Include the name of the organization, amount of funding in U.S. Dollars, and duration of funding. The funding letter must be on the organization's letterhead and signed by an individual authorized to confirm the funding. If using personal funds, include financial institution bank statement in GR/VL's name, showing the total amount of funding in U.S. Dollars available for use while at the NIH. Minimum funding for NIH-sponsored J-1 must equal $25,000 on an annual basis.

In addition, include these documents according to immigration status:

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 590, particularly Block 19

J-1 Alien Physician (ECFMG sponsorship):
- ❑ Requires advance authorization from ECFMG; consult with DIS in advance

J-1 Student or Non-NIH sponsorship:
- ❑ Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- ❑ For non-NIH sponsored J-1s, letter of authorization from RO/ARO
- ❑ For J-1 Students, letter of authorization for academic training from RO/ARO

TN, H-1, O-1:
- ❑ Consult with DIS in advance

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)

F-1 Student with CPT/OPT:
- ❑ Copy of **all** Forms I-20 (all pages) for F-1
- ❑ Current Form I-20 authorized for CPT/OPT
- ❑ OPT - 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 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

For the NIH Guest Researcher/Special Volunteer Programs Manual Chapter, please refer to
http://www1.od.nih.gov/oma/manualchapters/person/2300-308-1/

NOTE: Guest Researchers are not covered by the Federal Tort Claims Act and, therefore, they are not permitted to have patient contact.

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

Rev. 1/2013