



DIS Checklist for Key Contacts in Remote Locations

1. _____ Make an appointment to meet with the Scientist as soon as he/she arrives to the United States, but **no later than 11:30 a.m. (local time) on his/her first day in the lab/branch!**
2. _____ Photocopy Passport Identification page (page with photo). If the passport has expired, make a copy of the extension page (usually on the second page).
3. _____ Photocopy all United States Visa(s) (pasted inside passport).
4. _____ Photocopy front and back of Form I-94/I-94W (White or green card stapled inside passport).
5. _____ Photocopy Form DS-2019 or other applicable immigration document (e.g. Form I-797, Form I-20, Employment Authorization Document, etc.).
6. _____ Complete Form I-9 (if FTE) and fax and mail to the DIS. Schedule the Scientist for HR orientation.
NOTE: Form I-9 must be completed within **3 days** of the official start date!
7. _____ Complete the entire **Visiting Foreign Scientist Arrival Check-In** form (<http://dis.ors.od.nih.gov/forms/remotesitecheckin.pdf>) with the Scientist. Be sure to include the FPS number, if applicable.
NOTE: If the Scientist does not yet have a U.S. address, enter a temporary address (such as a hotel) and email the residential address to the DIS Team that services your IC as soon as a residence is found.
8. _____ Provide the Scientist with local information (e.g. directions to Social Security office, Department of Motor Vehicle, local tax office, map of area, location to pick-up I.D. badge, etc.) **and** DIS **"Information for New Arrivals"** (http://dis.ors.od.nih.gov/resources/05_newarriv.html).
9. _____ Alert the Scientist to return to your office for orientation materials and/or updated immigration documents from the DIS.
10. _____ Verify that any award or appointment documentation is sent to the appropriate office [e.g., after receipt from the DIS, complete Form 829-6, J-1 Certification of Health Insurance Coverage, and send to FAES; e.g., complete Form I-9 and fax/mail to DIS (exception for **NIEHS** only: original Form I-9 remains with HR in North Carolina; copy must be faxed to DIS)].
11. _____ After you meet with the Scientist, fax the **Visiting Foreign Scientist Arrival Check-In** form, copies of immigration documents, and Form I-9 (if FTE) to DIS at (301) 496-0847. Please include a cover sheet with your name, mailing address and telephone number. **The fax must be received by the DIS no later than 11:30 a.m. (local time) on the scientist's first day in the lab/branch.** Mail all copies and the original check-in form to the DIS via courier (e.g. Federal Express):

National Institutes of Health
Division of International Services, ORS
9000 Rockville Pike, Building 31/B2B07, MSC 2028
Bethesda, MD 20892-2028

After the DIS receives and reviews the documents, you will receive a Notice of Action (NOA) for your file and a packet of materials to give to the Scientist (item 9 above). If the Scientist needs to apply for an SSN, please notify your DIS Team of the SSN when received.



U.S. Department of Health
and Human Services

National Institutes of Health

Office of Research Services

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ph (301) 496 6166
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<http://dis.ors.od.nih.gov/>