Division of INTERNATIONAL SERVICES

Request for <u>RENEWAL</u> or <u>IC TRANSFER</u>• of Collaborator (Clinical & Non-Clinical)

Definition:

- **Collaborator (Clinical)** is a non-NIH employee or trainee, employed by or associated with an outside organization, who performs clinical research or rotations at or for NIH pursuant to an agreement (e.g., individuals on a CRADA or other types of agreements)
- **Collaborator (Non-Clinical)** is a non-NIH employee or trainee, employed by or associated with an outside organization, who performs non-clinical research or rotations at or for NIH pursuant to an agreement (e.g., individuals on a CRADA or other types of agreements)

Documents Required:

- ❑ Completed NIH Form 829-1, Part I (http://dis.ors.od.nih.gov/forms/01_forms.html)
- ❑ Updated CV and Bibliography
- ❑ If changing lab/branch, IC Inter/Intra Transfer Request - http://dis.ors.od.nih.gov/forms/icinterintrarequest.doc – *for NIH-sponsored J-1 only*
- ❑ Evidence of funding, if Collaborator requires NIH J-1 sponsorship[1]
- ❑ Copy of current Form I-94 for Collaborator **and** dependents
- ❑ Copy of updated passport biographical page for Collaborator **and** dependents (including passport expiration date) – *only necessary if Collaborator has received an updated passport*
- ❑ Copy of immigration documents (see below)

[1] 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. Minimum funding for NIH-sponsored J-1 must equal $25,000 on an annual basis.

•**Transfer Note:** *ALL* **IC inter/intra transfers (even for non-J-1s) cannot take place until approved by the DIS!**

In addition, include these documents according to immigration status:

J-1 Student or Non-NIH J-1 sponsorship:

- ❑ Copy of extended Forms DS-2019 for J-1 **and** J-2 dependents
- ❑ For J-1 Students, letter of authorization for continued academic training from RO/ARO
- ❑ For all other non-NIH sponsored J-1s, letter of authorization from RO/ARO

J-1 Alien Physician (ECFMG sponsorship):

- ❑ Requires advance authorization from ECFMG; consult with DIS after submitting request

Adjustment Applicants (for Lawful Permanent Residence):

- ❑ Copy of valid Employment Authorization Document (EAD)

J-2 (Dependents of J-1):

- ❑ Copies of extended Forms DS-2019 for J-2 **and** J-1
- ❑ Copy of valid Employment Authorization Document (EAD)

F-1 Student with CPT/OPT:

- ❑ Copy of current Form I-20 authorized for continued CPT/OPT
- ❑ OPT – Copy of valid Employment Authorization Document (EAD)
- ❑ STEM OPT – If EAD is pending, copy of Form I-797, USCIS receipt notice

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 the DIS.

For DIS Processing Times, please refer to http://dis.ors.od.nih.gov/advisories/techadvis_no01.html

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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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