Division of
INTERNATIONAL SERVICES

Request for <u>NEW</u> Post-doctoral Visiting Fellow (VF) or Supplemental Visiting Fellow (SF)

Documents Required:

- ❑ Completed NIH Form 829-1, Parts I & II (http://dis.ors.od.nih.gov/forms/01_forms.html)
- ❑ FPS award number and/or FPS Fellowship Request form
- ❑ Copy of doctoral degree used to qualify for this award (e.g. M.D., Ph.D.)[1]
- ❑ If degree earned more than 5 years ago, SD or OIR approval[2]
- ❑ CV and Bibliography
- ❑ 3 letters of reference
- ❑ Four point memorandum, if applicable, for incidental patient contact (M.D. only)—required for <u>ALL</u> fellows
- ❑ SF - Evidence of supplemental funding[3]
- ❑ Copy of passport biographical page for VF/SF **and** each dependent (including passport expiration date)
- ❑ If currently in the US:
  - ❑ Copy of current Form I-94 for VF/SF **and** dependents
  - ❑ Copy of most recent visa for VF/SF **and** dependents, if available
  - ❑ Copy of immigration documents (see below)

[1] Include certified translation of all foreign language documents
[2] If the doctoral degree was earned more than 5 years ago and the candidate has less than 5 years of relevant postdoctoral research experience, include Form 829 signed by the Scientific Director (SD). If degree was earned more than 5 years ago and the candidate has more than 5 years of relevant postdoctoral research experience, OIR approval is needed prior to submission to DIS.
[3] 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. Total funding, including outside source and NIH, should be within the established post-doctoral stipend range.

Note: IC cannot provide a supplement solely to provide health insurance coverage. A stipend must also be authorized.

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 829-1, particularly Section I., "Research Program," in Part I

J-1 Student:
- ❑ Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- ❑ Letter of authorization for academic training from RO/ARO

F-1 Student with OPT:
- ❑ Copy of **all** Forms I-20 (all pages) for F-1
- ❑ Current Form I-20 authorized for OPT
- ❑ Copy of valid Employment Authorization Document (EAD)

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)

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 classification 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 Intramural Visiting Fellow Program (VFP) Manual Chapter, please refer to http://www1.od.nih.gov/oma/manualchapters/person/2300-320-3/

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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