



**Request for RENEWAL or IC TRANSFER of  
Full-Time Equivalency [FTE] Positions (VS)**

**Documents Required for FTE requests, including Research Fellow, Clinical Fellow, Staff Scientist, Staff Clinician, Investigator (Tenure-track), Senior Investigator (Tenure), Adjunct Investigator, Special Expert:**

- Completed NIH Form 829-1, Part I ([http://dis.ors.od.nih.gov/forms/01\\_forms.html](http://dis.ors.od.nih.gov/forms/01_forms.html))
- Updated CV and Bibliography
- If changing level of patient contact (i.e. from none to incidental), four point memorandum (M.D. only) – *required for all FTEs; if requesting full patient contact for J-1, see J-1 Alien Physician (below)*
- If changing lab/branch, IC Inter/Intra Transfer Request, <http://dis.ors.od.nih.gov/forms/icinterintrarequest.doc> – *for NIH-sponsored J-1 only*
- Copy of current Form I-94 for VS **and** dependents
- Copy of updated passport biographical page for VS **and** dependents (including passport expiration date) – *only necessary if VS has received an updated passport*
- Copy of immigration documents (see below)

**\*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:**

**H-1B (for renewals only):**

- H-1B petition worksheet and credentials:  
[http://dis.ors.od.nih.gov/forms/01\\_forms.html#H-1](http://dis.ors.od.nih.gov/forms/01_forms.html#H-1)
- LCA attestation form:  
[http://dis.ors.od.nih.gov/forms/01\\_forms.html#H-1](http://dis.ors.od.nih.gov/forms/01_forms.html#H-1)
- Employer letter (Sample mailed upon request)

**H-1B (for transfers only):**

- Consult with DIS prior to submission of request

**O-1 (for renewals only):**

- O-1 petition worksheet and credentials:  
[http://dis.ors.od.nih.gov/forms/01\\_forms.html#H-1](http://dis.ors.od.nih.gov/forms/01_forms.html#H-1)
- O-1 Employer letter (Sample mailed upon request)
- DIS will consult with scientist to determine updated O-1 evidence

**O-1 (for transfers only):**

- Consult with DIS prior to submission of request

**Adjustment Applicants (for LPR):**

- Copy of valid Employment Authorization Document (EAD)

**J-1 Research Scholar (NIH-sponsored) Extension Beyond Five Years:**

- All items listed in DIS Technical Advisory 11:  
<http://dis.ors.od.nih.gov/advisories/technicaladvisory11.pdf>

**J-1 Student:**

- Copy of extended Forms DS-2019 for J-1 **and** J-2 dependents
- Letter of authorization for continued academic training from RO/ARO

**F-1 Student with STEM extension OPT:**

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

**J-2 (Dependents of J-1):**

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

**J-1 Alien Physician (ECFMG-sponsored):**

- If will be in an ACGME-accredited program, include documents listed at:  
[http://dis.ors.od.nih.gov/DISInfo/ECFMG/renewal\\_accredited.pdf](http://dis.ors.od.nih.gov/DISInfo/ECFMG/renewal_accredited.pdf)
- If will be in a Non-Standard program, include documents listed at:  
[http://dis.ors.od.nih.gov/DISInfo/ECFMG/renewal\\_Non\\_standard.pdf](http://dis.ors.od.nih.gov/DISInfo/ECFMG/renewal_Non_standard.pdf)

**Other nonimmigrant classifications:**

- Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work

*For nonimmigrant classifications not listed, please consult with the DIS.*

*For more information on NIH-sponsorship of an O-1 or H-1B, please refer to DIS Technical Advisory 20 at <http://dis.ors.od.nih.gov/advisories/techadvisories.html>*

*For more information about J-1 Alien Physician (ECFMG-sponsored), please refer to <http://www.ecfm.org/evsp/index.html>*

*For DIS Processing Times, please refer to [http://dis.ors.od.nih.gov/advisories/techadvis\\_no01.html](http://dis.ors.od.nih.gov/advisories/techadvis_no01.html)*

***Special Note: J-1 Exchange Visitors cannot earn tenure or credit for tenure.***

**Send above documents via HAND-CARRY 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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