

Request for RENEWAL or IC TRANSFER* of Professional Services Contract (PSC) or Exchange Scientist (ES)

NOTE: Maximum limit for Professional Services Contracts and Exchange Scientists is a cumulative (or aggregate) of **12 months**.

Documents Required:

- ☐ Completed NIH Form 829-1, Part I (http://dis.ors.od.nih.gov/forms/01_forms.html)
- ☐ PSC – Copy of Professional Service Order
- ☐ Updated CV and Bibliography
- ☐ Evidence of supplemental funding, if applicable¹
- ☐ If changing lab/branch, IC Inter/Intra Transfer Request - <http://dis.ors.od.nih.gov/forms/icinterintrarequest.doc> – for NIH-sponsored J-1 only
- ☐ If the ES is a doctoral degree student:
 - ☐ Evidence of continued enrollment in doctoral program
 - ☐ The DIS will verify with the NIH Graduate Partnerships Program (GPP – <https://www.training.nih.gov/programs/gpp>) that all appropriate GPP approvals are in place before processing the request
- ☐ Copy of current Form I-94 for PSC/ES **and** dependents
- ☐ Copy of updated passport biographical page for PSC/ES **and** dependents (including passport expiration date) – *only necessary if PSC/ES 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

F-1 Student with CPT, OPT, or STEM extension OPT:

- ☐ Copy of current Form I-20 authorized for continued CPT/OPT
- ☐ OPT or STEM OPT – Copy of valid Employment Authorization Document (EAD)
- ☐ STEM OPT – 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)

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

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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

NOTE: Individuals in these categories are not covered by the Federal Tort Claims Act, therefore they are generally not permitted to have incidental patient contact. An exception can be made if malpractice insurance is purchased.

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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