

DIS Checklist for FDA Administrative Contacts: Visiting Foreign Scientist Check-in

1. ____ Make appointment to meet with Scientist as soon as he/she arrives.
2. ____ Photocopy Passport Identification page (page with photo). If passport has expired make copy of 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 I-797 or other applicable immigration document (e.g. Employment Authorization Document, Form I-20).
6. ____ Complete entire **Visiting Foreign Scientist Arrival Check-in** form with Scientist.

NOTE: If the Scientist does not yet have a U.S. address, email it to the DIS Immigration Specialist that services FDA as soon as a residence is found.

7. ____ After you meet with Scientist, fax **Visiting Foreign Scientist Arrival Check-in** form and copies of immigration documents to DIS at (301) 496-0847. **Please include a cover sheet with your name, mailing address and telephone number.** Express mail all copies and original check-in form to DIS:

National Institutes of Health
Division of International Services, ORS
Attn: Ms. Melba Rojas
9000 Rockville Pike, Building 31/B2B07, MSC 2028
Bethesda, MD 20892-2028

After 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. If the Scientist needs to apply for an SSN, please notify your DIS Immigration Specialist of the SSN when received.

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U.S. Department of Health
and Human Services

National Institutes of Health

Office of Research Services

9000 Rockville Pike
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fx (301) 496 0847
<http://dis.ors.od.nih.gov/>