



Request for RENEWAL or INTERNAL CENTER TRANSFER of Visiting Scientist (VS)/Full-Time Equivalency (FTE) Positions

Documents Required for FTE requests from FDA:

- Completed NIH Form 829-1
- Updated CV and Bibliography
- Copy of passport biographical page for VS and dependents (including passport expiration date)
- Copy of current Form I-94 for VS **and** dependents
- Copy of most recent visa for VS **and** dependents, if available
- Copy of immigration documents (see below)

In addition, include these documents according to immigration status:

H-1B:

- H-1B petition worksheet and credentials
(<http://dis.ors.od.nih.gov/fda/fdah1bworksheet.doc>)
- LCA attestation form
(<http://dis.ors.od.nih.gov/fda/fdah1blcaattestation.doc>)
- Employer letter (Sample mailed upon request)

Other nonimmigrant classifications:

- Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work
- Enabling Document (as required by immigration status)

O-1 (for renewals only):

- O-1 petition worksheet and credentials
(<http://dis.ors.od.nih.gov/fda/fdao1worksheet.doc>)
- DIS will consult with scientist to determine updated evidence

For any nonimmigrant classifications not listed, please consult with your DIS Immigration Specialist.

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

Send above documents via HAND-CARRY or EXPRESS MAIL 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 or express mail service 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