



**Request for NEW Visiting Scientist  
(VS)/Full-Time Equivalency (FTE)  
Positions**

**Documents Required for FTE requests from FDA:**

- Completed NIH Form 829-1
- Copy of doctoral degree (e.g. M.D., Ph.D.)\*
- CV and Bibliography
- 2 letters of reference
- Copy of passport biographical page for VS and each dependent (including passport expiration date)
- If currently in the US:
  - 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)

\* Include translations of all foreign language documents

**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 (initial review by DIS – see comment below):**

- Memo requesting use of O-1\*
- Copy of CV

*\*Prior to submission of O-1 request, consult with the DIS Immigration Specialist to determine whether the O-1 is the only option, and submit request memo and CV for initial review.*

*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](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**