

## Request for RENEWAL or IC TRANSFER<sup>o</sup> of Guest Researcher (GR) or Special Volunteer (VL)

**Documents Required:**

- Completed NIH Form 590 ([http://dis.ors.od.nih.gov/forms/01\\_forms.html](http://dis.ors.od.nih.gov/forms/01_forms.html))
- Completed Guest Researcher/ Special Volunteer Agreement
- Updated CV and Bibliography
- Evidence of funding<sup>1</sup>
- 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 GR/VL 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 GR/VL **and** dependents
- Copy of updated passport biographical page for GR/VL **and** dependents (including passport expiration date) – *only necessary if GR/VL has received an updated passport*
- Copy of immigration documents (see below)

<sup>1</sup> 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. If using personal funds, include financial institution bank statement in GR/VL’s name, showing the total amount of funding in U.S. Dollars available for use while at the NIH. 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 Alien Physician (ECFMG sponsorship):**

- Requires advance authorization from ECFMG; consult with DIS in advance

**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

**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)

**TN, H-1, O-1:**

- Consult with DIS in advance

**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

**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

*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](http://dis.ors.od.nih.gov/advisories/techadvis_no01.html)*

*For the NIH Guest Researcher/Special Volunteer Programs Manual Chapter, please refer to <http://www1.od.nih.gov/oma/manualchapters/person/2300-308-1/>*

**NOTE:** *Guest Researchers 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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