

Request for NEW Pre-doctoral Visiting Fellow (PF) or Supplemental Fellow (SPF)

Documents Required:

- Completed NIH Form 829-1, Parts I & II (http://dis.ors.od.nih.gov/forms/01_forms.html)
- NIH Graduate Partnerships Program (GPP) Verification (<https://www.training.nih.gov/programs/gpp>) – the DIS will verify with the GPP that all appropriate GPP approvals are in place before processing the request
- Evidence of enrollment in doctoral program, signed by Dean or Registrar on university letterhead
- Copy of highest earned degree (e.g. M.Sc.)¹
- CV and Bibliography
- 3 letters of reference
- SPF – Evidence of supplemental funding²
- Copy of passport biographical page for PF **and** each dependent (including passport expiration date)
- If currently in the US:
 - Copy of current Form I-94 for PF **and** dependents
 - Copy of most recent visa for PF **and** dependents, if available
 - Copy of immigration documents (see below)

¹ Include certified translation of all foreign language documents

² 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. Total funding, including outside source and NIH, should be within the established pre-doctoral stipend range.

Note: IC cannot provide a supplement solely to provide health insurance coverage. A stipend must also be authorized.

In addition, include these documents according to immigration status:

J-1 transfer to NIH sponsorship:

- Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- Ensure properly completed Form 829-1, particularly Section I., “Research Program,” in Part I

J-1 Student:

- Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- Letter of authorization for academic training from RO/ARO

F-1 Student with CPT/OPT:

- Copy of **all** Forms I-20 (all pages) for F-1
- Current Form I-20 authorized for CPT/OPT

- OPT - Copy of valid Employment Authorization Document (EAD)

J-2 (Dependents of J-1):

- Copies of all 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

For any nonimmigrant classification 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

For the NIH Intramural Visiting Fellow Program (VFP) Manual Chapter, please refer to <http://www1.od.nih.gov/oma/manualchapters/person/2300-320-3/>

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

Rev. 7/2014