

Request for **RENEWAL** or **IC TRANSFER*** of Post-doctoral Visiting Fellow (VF) or Supplemental Visiting Fellow (SF)

Documents Required:

- Completed NIH Form 829-1, Part I (http://dis.ors.od.nih.gov/forms/01_forms.html)
- Updated CV and Bibliography
- If changing level of patient contact (i.e. from none to incidental), four point memorandum (M.D. only) – *required for all fellows*
- If changing lab/branch, IC Inter/Intra Transfer Request, <http://dis.ors.od.nih.gov/forms/icinterintrarequest.doc> – *for NIH-sponsored J-1 only*
- Evidence of supplemental funding, if applicable¹
- Copy of current Form I-94 for VF/SF **and** dependents
- Copy of updated passport biographical page for VF/SF **and** dependents (including passport expiration date) – *only necessary if VF/SF has received an updated passport*
- Copy of immigration documents (see below)

¹ 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 post-doctoral stipend range.

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

***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 Research Scholar (NIH-sponsored) Extension Beyond

Five Years:

- All items listed in DIS Technical Advisory 11 (<http://dis.ors.od.nih.gov/advisories/technicaladvisory11.pdf>)

J-1 Student:

- Copy of extended Forms DS-2019 for J-1 **and** J-2 dependents
- Letter of authorization for continued academic training 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)

Adjustment Applicants (for LPR):

- Copy of valid Employment Authorization Document (EAD)

F-1 Student with STEM extension OPT:

- Copy of current Form I-20 authorized for continued OPT
- Copy of valid Employment Authorization Document (EAD)
- If EAD is pending, copy of Form I-797, USCIS receipt notice

Other nonimmigrant classifications:

- Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to continue work

For nonimmigrant classifications not listed, please consult with the DIS.

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/>

Keep copies of
EVERYTHING
 you send to DIS

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!!