

Request for RENEWAL or IC TRANSFER of Pre-doctoral Visiting Fellow (PF) or Supplemental Fellow (SPF)

Documents Required:

- Completed NIH Form 829-1, Part I (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 continued enrollment in doctoral program
- Updated CV and Bibliography
- 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 request is to extend beyond 3rd year, GPP Recommendation & OIR approval – *additional 1 year increments may be requested*
- SPF – Evidence of supplemental funding¹
- Copy of current Form I-94 for PF **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 pre-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 Student:

- Copy of **extended** Forms DS-2019 for J-1 **and** J-2 dependents
- Letter of authorization for continued academic training from RO/ARO

F-1 Student with CPT or OPT:

- Copy of current Form I-20 authorized for continued CPT/OPT
- OPT - Copy of valid Employment Authorization Document (EAD)

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)

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/>

Keep copies of
EVERYTHING
 you send to DIS

Rev. 7/2014

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!!