NOTE: Maximum limit for Professional Services Contracts and Exchange Scientists is a cumulative (or aggregate) of 12 months.

Documents Required:
- Completed NIH Form 590 (Rev. 1/99)
- PSC – Copy of Professional Service Order
- CV and Bibliography
- Copy of highest earned degree (for NIH-sponsored J-1, minimum degree required is a Master’s or equivalent)*
- For NIH-sponsored J-1, proof of supplemental funding, if applicable**
- Copy of passport biographical page for PSC/ES and each dependent (including passport expiration date)
- If currently in the US:
  - Copy of current Form I-94 for PSC/ES and dependents
  - Copy of most recent visa for PSC/ES and dependents, if available
  - Copy of immigration documents (see below)
- * Include translations of all foreign language documents
- ** Include the name of the organization, amount of funding in U.S. Dollars, and duration of funding. Minimum funding for NIH-sponsored J-1 must equal $25,000 on an annual basis.

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 590, particularly Block 19

**J-1 Student or Non-NIH J-1 sponsorship:**
- Copy of all Forms DS-2019 (and IAP-66) for J-1 and J-2 dependents
- For J-1 Students, letter of authorization for 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):**
- Copies of all Forms DS-2019 for J-2 and J-1
- Copy of valid Employment Authorization Document (EAD)

**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)

**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)

NOTE: Individuals in these categories 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.

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**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

**Keep copies of EVERYTHING you send to DIS**

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!!

Rev. 12/06