

Request for NEW Full-Time Equivalency [FTE] Positions (VS)**Documents Required for FTE requests, including Research Fellow, Clinical Fellow, Staff Scientist, Staff Clinician, Investigator (Tenure-track), Senior Investigator (Tenure), Adjunct Investigator, Special Expert:**

- Completed NIH Form 829-1, Parts I & II (http://dis.ors.od.nih.gov/forms/01_forms.html)
- Copy of doctoral degree (e.g. M.D., Ph.D.)¹
- Credentials evaluation of doctoral degree (e.g., M.D., Ph.D.) if degree earned abroad. For a list of evaluators, go to: <http://www.naces.org/members.htm>.
- CV and Bibliography
- 2 letters of reference
- Four point memorandum, if applicable, for incidental patient contact (M.D. only)—required for ALL FTEs; if full patient contact is requested for J-1 sponsorship, see J-1 Alien Physician (below)
- Copy of passport biographical page for VS and each dependent (including passport expiration date)
- If currently in the US:
 - Copy of current Form I-94 for VS **and** dependents
 - Copy of most recent visa for VS **and** dependents, if available
 - Copy of immigration documents (see below)

1 Include certified translation of all foreign language documents

In addition, include these documents according to immigration status:**H-1B:**

- H-1B petition worksheet and credentials:
http://dis.ors.od.nih.gov/forms/01_forms.html#H-1
- LCA attestation form:
http://dis.ors.od.nih.gov/forms/01_forms.html#H-1
- Employer letter (Sample mailed upon request)

O-1 (initial review by DIS²):

- O-1 petition worksheet and credentials:
http://dis.ors.od.nih.gov/forms/01_forms.html#H-1
- Employer letter (Sample mailed upon request)

J-1 Scholar Transfer to NIH sponsorship:

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

Adjustment Applicants (for LPR):

- Copy of valid Employment Authorization Document (EAD)

Other nonimmigrant classifications:

- Copy of valid EAD or other USCIS authorization to work

J-1 Alien Physician (ECFMG-sponsored):

- Copy of all Forms DS-2019 for J-1 **and** J-2 dependents
- ECFMG certification
- For those brand **NEW** to ECFMG-sponsorship –
 - If will be in an ACGME-accredited program, include documents listed at:
<http://www.ecfm.org/evsp/initial-accredited.pdf>
 - If will be in a Non-Standard program, include documents listed at:
<http://www.ecfm.org/evsp/initial-non-standard.pdf>
- For those **CURRENTLY** sponsored by ECFMG at another institution in the U.S. –
 - If will be in an ACGME-accredited program, include documents listed at:
<http://www.ecfm.org/evsp/continuation-accredited.pdf>
 - If will be in a Non-Standard program, include documents listed at:
<http://www.ecfm.org/evsp/continuation-non-standard.pdf>

F-1 Student with OPT:

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

² **Prior to submission of an O-1 request:** consult with the DIS to determine if the O-1 is the only option. As part of the consultation, submit a comprehensive CV of the scientist, listing ALL accomplishments, honors, achievements, recognitions, publications, conference presentations, etc. Once this is completed, the DIS will consult with the scientist to determine the O-1 evidence.

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

For more information on NIH-sponsorship of an O-1 or H-1B, please refer to DIS Technical Advisory 20 at <http://dis.ors.od.nih.gov/advisories/techadvisories.html>

For more information about J-1 Alien Physician (ECFMG-sponsored), please refer to <http://www.ecfm.org/evsp/index.html>

For DIS Processing Times, please refer to http://dis.ors.od.nih.gov/advisories/techadvis_no01.html

Special Note: J-1 Exchange Visitors cannot earn tenure or credit for tenure.

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. 3/2015