

The Division of International Services (DIS) uses an online case status tracker, DIS Case Status System (the system), which is accessible to both Institute/Center (IC) Administrative staff and Foreign National (FN) Scientists currently at the NIH. An individual is considered to be an FN scientist at the NIH if he or she does not hold U.S. Citizenship or Lawful Permanent Residency (a “green card”) and is in the NIH Visiting Program. This does not include contractors placed at the NIH.

The system allows users to:

- Display real-time updates for the last action taken on the most recent request or case submitted to DIS. *(Both IC staff and current FN scientists)*
- Run a report to learn FN scientists’ not-to-exceed dates (Term Report). *(IC Staff Only)*

ACCESS THE DIS CASE STATUS SYSTEM

To access the system, navigate to: <https://disreportmanager.ors.od.nih.gov/>. From the iTrust screen, log in using your NIH credentials. You can use either your user name and password, or your PIV card and PIN. For individuals with access issues or requests to add/modify administrative access, please contact DIS Customer Service at: dis@mail.nih.gov.

From the system’s HOME page, IC administrative staff can search for a specific case by clicking on the **Case Search** or run a Term Report by clicking on **Search Report**. Please note that IC administrative staff will only be able to access records for those FN scientists within their respective IC. If an Administrative Officer (AO) is seeking information about a scientist outside of their respective IC, they will need the specific Case Identification (Case ID) number of the record they are trying to view in order to look up the case. If the IC administrative contact does not have the Case ID number, he or she should contact DIS Customer Service at: dis@mail.nih.gov. FN scientists should contact their IC administrative contact to obtain their Case ID in order to look up their own case. Case Search by Name and Reports are not available to FN scientists or AOs outside of their own IC.

Figure 1



CASE SEARCH

To search for the most recent case record for a specific FN on the system's HOME screen (Fig. 1), click **Case Search**. In the search field (Fig. 2), locate a record by entering the participant's full name, partial name, or Case ID. Please note: **Case ID** refers to a specific DIS number which is unique to each FN scientist. In most cases, you will be able to find and identify a record through the search by name.

Figure 2

Division of International Services Case Status and Reports

Case Search

Last Name: First Name:

Case ID: IC: Select from the IC list ▼

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After locating the record on the search results screen (Fig 3), click **Case ID** to display the **Case Details** page (Fig. 4).

Figure 3

Division of International Services Case Status and Reports

Case Search

Last Name: First Name:

Case ID: IC: Select from the IC list ▼

Last Name	First Name	IC	Case ID
Smith	Smith	NCD	111111
Adler	Smith	NCD	222222
Orly	Smith	NCD	333333
Devi	Smith	NCD	444444
Evan	Smith	NCD	555555
Sam	Smith	NCD	666666
William	Smith	NCD	777777
Frank	Smith	NCD	888888

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Figure 4



The Case Details page displays the following:

Table 1

Column	Explanation
Case ID	The FN scientist's foreign national number in the DIS database.
Action	The type of requested action for this case. For example: New Foreign National, Renewal, Termination/Separation. A detailed explanation of the information contained in this section can be found in Appendix A: Definitions for Action .
Date In	The date the case was received by DIS.
IC Req Start Date	The proposed start date requested by the IC on Form 829 or 590. Note that it may not be the actual start date of the participant's award/appointment/assignment.
Status	The current status of the case. For example: Waiting for Docs, With IS, Completed. A detailed explanation of the information contained in this section can be found in Appendix B: Definitions for Status
Status Last Updated	The date the status was last updated by DIS.

TERM REPORT

The Term Report enables AOs to generate a list of all FN scientists whose appointments will end within a given date range. This can be used to identify upcoming renewals needed, or ensure that notice of FN scientists who are leaving or have left the NIH has been given to DIS. DIS recommends regularly checking 60 days in the past and 120 days in the future.

From the system’s HOME screen (Fig. 1), click **Search Report** and then click **Term** under the Report Name on the next screen (Fig. 5).

Figure 5

The screenshot shows the top navigation bar with the NIH logo, 'DIS CASE STATUS & REPORTS', and 'Office of Research Services'. Below the navigation bar, there are links for 'HOME' and 'Logout'. The main heading is 'Division of International Services Case Status and Reports'. A table lists report options:

Report Name	Report Description
Term	Term

At the bottom of the page, there is a footer with links for Home, Privacy, Disclaimer, Accessibility, and FOIA, along with information about the U.S. Department of Health and Human Services and the NIH Office of Research Services.

On the Case Report screen (Fig. 6), enter the date range you wish to query in the **Start Date** and **End Date** fields, then click **Search**. This will display a list of FN scientists whose end date will be reached during the date range entered in the search criteria.

Figure 6

The screenshot shows the 'Case Report' search interface. It includes fields for 'Start Date' (5/4/2018) and 'End Date' (9/28/2018), and a dropdown for 'IC' (CC). There are buttons for 'Search', 'Export to Excel', and 'Back'. Below the search criteria, it shows 'Start Date = 5/4/2018, End Date = 9/28/2018, IC = CC' and 'Page 1 of 2 (33 items)'. A table displays the search results:

First Name	Last Name	Type	Profile End Date	Country	IC	Lab	Category	Case ID
S		H-1B	8/26/2018 12:00:00 AM	India	CC	Rehabilitation Medicine Department (RMD)	Collaborator (Non-Clinical)	
W		J-1	7/19/2018 12:00:00 AM	China	CC	Diagnostic Radiology Department	Visiting Fellow	
C		J-1	9/20/2018 12:00:00 AM	Mali	CC	Critical Care Medicine Department (CCMD)	Visiting Fellow	
Y		J-1	9/27/2018	China	CC	Transfusion Medicine	Visiting	

This list can be exported to an excel spreadsheet by clicking Export to Excel (Fig. 6).

Refer to Table 1 for the information included on the results screen (Fig. 7).

The **Case Report** results provide the following information:

Table 2

Column	Explanation
First Name	The FN scientist's first name as it appears on their passport.
Last Name	The FN scientist's last name or family name as it appears on the passport.
Type	This field indicates the immigration status in which the FN scientist is currently in the U.S. or seeking to enter the U.S. For example: J-1, TN, H-1B.
Profile End Date	The FN scientist's not-to-exceed date.
Country	The FN scientist's country of citizenship.
IC	The FN scientist's current Institute or Center.
Lab	The FN scientist's current lab assignment. If incorrect, please notify DIS.
Category	The FN scientist's current NIH designation. For example: Visiting Fellow, Special Volunteer, Staff Scientist.
Case ID	The FN scientist's FN number in the DIS database.

Figure 7

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CASE STATUS & REPORTS

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HOME Logout

Division of International Services Case Status and Reports

Case Details

Case ID	Action	Date In	IC Req Start Date	Status	Status Last Updated
99999	New Designation	7/17/2017 12:00:00 AM	2/4/2018 12:00:00 AM	J-1 Waiver Pending	11/30/2017 12:00:00 AM

Export to Excel New Search Back

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IMPORTANT NOTES REGARDING THE DIS CASE STATUS SYSTEM

1. Comments or suggestions regarding the DIS Case Status and Reports can be sent to DIS Customer Service: dis@mail.nih.gov.
2. Inter-IC Transfer Cases will not be visible to the new IC sponsor until the transfer has been completed by DIS. The current database system only allows a FN scientist to “belong” to one IC at any given time. The participant slated to transfer will be listed under his/her current IC until DIS completes the transfer action. After the completed transfer action date, the new IC will have access to the record in the DIS Case Status System.
3. If you do not find the record you are looking for in the Case Search, we may not have received a case or the case may not have been entered into our database. If more than five (5) business days have elapsed since you sent the case, please contact the DIS Front Desk (301-496-6166) for follow-up.
4. Due to technical issues, some records may occasionally not display all information. If this happens, please contact DIS Customer Service at dis@mail.nih.gov.

APPENDIX A: DEFINITIONS FOR ACTION

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Definitions for Action

Action	Definition
Absence Without Stipend	Request for an extended absence when the Visiting Fellow and Supplemental Visiting Fellow will not be receiving an NIH stipend.
Arrival	Used to record the arrival of a new FN scientist.
Change of Address	Update the address of a foreign national scientist in the DIS database and with the Department of Homeland Security for NIH Exchange Visitors.
Continuation – Other	Request to continue an award, assignment, or appointment for a current FN scientist with a not-to-exceed date that is sooner than the program period requested by the IC. This is used for any continuation case that does not fall within one of the other continuation case types below.
Continuation – Change of Status	Waiting for approval of a change of status application submitted to the U.S. Citizenship and Immigration Services (USCIS) or by travelling outside of the United States to continue an award, assignment, or appointment for a current FN scientist with a not-to-exceed date that is sooner than the program period requested by the IC. Change of Status example: J-1 to H-1B
Continuation – STEM(180)	Request to continue an award, assignment, or appointment for 180 days based on a receipt notice confirming submission of an extension request for Optional Practical Training (“OPT”) for a Science, Technology, Engineering, or Mathematics degree holder (STEM).
Continuation – STEM(EAD)	Request to continue an award, assignment, or appointment based on an approved STEM OPT extension.
Dependent DS-2019	Request for DIS to produce a DS-2019 form for a J-2 dependent of a J-1 FN scientist. Will not appear if dependent DS-2019 is processed as a part of an existing case.
DOS-DHS Extension (G7)	Request to renew a FN scientist under the G-7 J-1 program (i.e. for a J-1 extension beyond the 5 year maximum duration).
Extended Absence Abroad	Request for Extended Absence Abroad.
International Profile Update	Update to the FN scientists record in the DIS database. Not related to any IC administrative request.
Intra-Agency Transfer	Request to transfer or move a current FN scientist within the same IC/Center.
Inter-Agency Transfer	Request to transfer or move a current FN scientist to a new lab/branch with a new IC.
Leave Without Pay	Request for a period of Leave Without Pay if the FN receives an FTE salary

LPR Request	Request from IC to sponsor Lawful Permanent Residence for a FN scientist. Case is opened once scientist submits evidence for petition.
New Foreign National	Request for a prospective FN scientist.
New Designation	Request for a new NIH designation for a current FN scientist.
Request for Outside Activity	Request for Outside Activity.
Reactivate Foreign National	Reactivation of a FN scientist who was previously at NIH but does not have a current designation at NIH.
Renewal	Request to renew a current FN scientist designation at NIH.
Return to Duty	Request to return to duty following an approved period of Leave Without Pay.
STEM OPT Extension	Request by an FN scientist for NIH employer information. Used by F-1 students on OPT to request a STEM extension from their school.
Transfer – Out of Agency	Request for a J-1 transfer of a current FN scientist to another J-1 Exchange Visitor Program sponsor in the U.S.
Termination/Separation	Notification to DIS of a FN scientist’s departure or separation from the NIH.
Waiver NOS O	Request to provide sponsor views on a current or former FN scientist’s application for a No-Objection Statement (NOS) waiver based on an outside job offer.
Waiver NOS	Request to provide sponsor views on a current FN scientist’s application for a NOS waiver based on an offer of Full-Time Equivalent employment from the NIH.

APPENDIX B: DEFINITIONS FOR STATUS

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Definitions for Status

<u>Status</u>	<u>Definition</u>
Assigned	A Team Leader has assigned the case to an Immigration Specialist for processing.
At DOS	Case has been submitted to the Department of State (DOS) for review.
At ECFMG	Case has been submitted to the Educational Commission for Foreign Medical Graduates (ECFMG) for review.
At USCIS	Case has been submitted to the U.S. Citizenship and Immigration Services (“USCIS”) for adjudication.

At USCIS-240 Day	A renewal petition has been submitted to USCIS and is currently pending adjudication. Work authorization has been automatically extended by 240 days while the case is pending USCIS adjudication.
At USCIS-Port	A petition to change from another employer to the NIH for an FN scientist has been submitted to USCIS for adjudication.
Cancelled	Case was logged into DIS database but was later cancelled.
Completed	Case is completed.
Duplicate	Indicates that a case was inadvertently entered twice into the DIS database.
DOL processing	Case is pending with Department of Labor (DOL) for either a Prevailing Wage Determination or certification of Labor Condition Application.
G7PRC Review	A G-7 program case is with the Office of Intramural Research, Peer Review Committee for review.
Initial Data Entry Completed	Initial data entry completed. Case is now awaiting evaluation by the appropriate team's Program Support (PS).
J-1 Waiver Pending	A waiver is pending at the Department of State (DOS). The request to DIS cannot be processed further until the waiver case is completed at DOS.
On Team Shelf	Team's PS has completed pre-processing and placed the case on the Team's shelf for assignment by TL.
No Degree	Case is on hold at DIS pending acceptable evidence of doctoral degree.
RO review	Case is awaiting Responsible Officer ("RO") review.
TL review	Case is awaiting Team Lead (TL) review.
Submitted	Case submitted to DIS but not yet assigned for processing.
Too Early to Process/with IS	Case received by DIS is too early to process. Case will remain pending until it is able to be processed, but has been assigned to an IS.
Too Early to Process/with PS	Case received by DIS is too early to process, but has been assigned to a PS.
Waiting for Docs	Case received by DIS contained insufficient documents or has outstanding issues.
With IS	An Immigration Specialist (IS) has received the case assignment. It further indicates the IS has initiated some form of case review and/or processing.
With PS	Case is undergoing PS processing.