

TO BE COMPLETED BY
INSTITUTE/CENTER

Early Start Date Confirmation

The Division of International Services (DIS) requires Institute/Center (IC) approval in order to activate NIH-sponsored visiting scientists requesting an earlier start date than the date previously authorized by DIS. Please note that DIS only honors Monday start dates (except in cases of U.S. Government closure).

INSTRUCTIONS

1. This form must be completed and signed by an IC Designated Official (IC Key Contact, Administrative Officer, or Lab/Branch sponsor)
2. The scientist must check-in with DIS before they begin work at NIH. DIS check-in sessions are held **every Monday morning (except in cases of U.S. Government closure), beginning promptly at 9:00 a.m.** For information on check-in session locations, please visit the DIS website **Upcoming Events** page: <http://www.ors.od.nih.gov/pes/dis/AboutDIS/Pages/UpcomingEvents.aspx>
3. The scientist must bring the following original documents to the check-in session:
 - This form** – completed and signed by the IC designated official.
 - Original immigration documents (including for family members):** passport, print-out of electronic Form I-94 Arrival/Departure Record, and applicable immigration documents, such as the Form DS-2019 for J-1 Exchange Visitors. Copies of immigration documents are not acceptable for check-in.

TO BE COMPLETED BY THE IC DESIGNATED OFFICIAL

Scientist Name (Family Name, Given Name): _____

Institute/Center: _____

Lab/Branch: _____

Requested Start Date in the Lab/Branch*: _____

I confirm that I am designated to sign this form and that the above requested start date is correct:

IC Designated Official Name: _____

IC Designated Official Signature: _____

Position Title: _____

Date (Month/Day/Year): _____

****By signing this form, the IC agrees to the requested start date above. DIS will attempt to accommodate the requested start date; HOWEVER, final determination is made by DIS, according to applicable immigration rules and regulations. DIS only honors Monday start dates (except in cases of U.S. Government closure). The start date cannot be changed once DIS processes the check-in.***