Documents Required:

* Completed NIH Form 829-1, Part I [**http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/  
  Documents/nih829\_partI.pdf**](http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Documents/nih829_partI.pdf)
* NIH Graduate Partnerships Program (GPP) Verification ([**https://www.training.nih.gov/programs/gpp**](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://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/  
  Documents/icinterintrarequest.pdf**](http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Documents/icinterintrarequest.pdf) – *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*
* PSF – Evidence of supplemental funding1
* Copy of current Form I-94 for PF/PSF **and** dependent(s)
* Copy of updated passport biographical page for PF/PSF **and** dependent(s) (including passport expiration date) – *only necessary if PF/PSF has received an updated passport*

Copy of immigration documents (see list on right)

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: *NO* IC inter/intra transfers (even for non-J-1s) can take place until approved by the DIS!

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

In addition, include these documents according to immigration status:

**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://www.ors.od.nih.gov/pes/dis/Pages/default.aspx**](http://www.ors.od.nih.gov/pes/dis/Pages/default.aspx)

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**

*For any nonimmigrant classification not listed,   
please consult with your DIS Team.*

*For DIS Processing Times, please refer to*[***http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/  
Pages/DISProcessingTimeChart.aspx***](http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Pages/DISProcessingTimeChart.aspx)

*For the NIH Intramural Visiting Fellow Program (VFP)   
Manual Chapter, please refer to*[***https://policymanual.nih.gov/2300-320-3***](https://policymanual.nih.gov/2300-320-3)

J-1 Student or Non-NIH J-1 sponsorship:

* Copy of **all** Forms DS-2019 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/OCE:

* Copy of **all** Forms I-20 (all pages)
* Current Form I-20 authorized for CPT
* OPT – Copy of valid Employment Authorization Document (EAD)

Letter confirming on-campus employment at an off-campus location (OCE)

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