**DOCUMENTS REQUIRED:**

- Completed NIH Form 829-1, Part I

- 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,

- If request is to extend beyond 3rd year, GPP Recommendation & OIR approval – additional 1 year increments may be requested

- PSF – Evidence of supplemental funding

- 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!*

**IN ADDITION, INCLUDE THESE DOCUMENTS ACCORDING TO IMMIGRATION STATUS:**

**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

**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**