

TO BE COMPLETED BY
INSTITUTE/CENTER

Request for RENEWAL or LAB TRANSFER of Predoctoral Visiting Fellow

REQUIRED DOCUMENTS:

- ☐ **NIH Form 829-1, Part I**
- ☐ **NIH Graduate Partnerships Program (GPP)** Verification – *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
- ☐ CV and Bibliography
- ☐ If changing lab/branch:
 - ☐ **Lab Transfer Request** – *for NIH-sponsored J-1 only*
 - ☐ Confirmation of approval from **Office of Intramural Training and Education (OITE)**
- ☐ If request is to extend beyond 3rd year, GPP Recommendation & OIR approval – *additional 1-year increments may be requested*
- ☐ *If Predoctoral Supplemental Fellow (PSF) – Evidence of supplemental funding¹*
- ☐ Copy of current Form I-94 for PF/PSF and dependent(s)
- ☐ Copy of updated passport biographical page for Predoctoral Visiting Fellow (PF)/PSF and dependent(s) – *only necessary if PF/PSF has received an updated passport*
- ☐ Additional documents per relevant immigration status (column to the right)

¹ The funding letter must (1) be on the organization's letterhead, (2) include the amount of funding in U.S Dollars and duration of funding, and (3) be signed by an individual authorized to confirm the funding. Total funding, including outside source and NIH, should be within the established predoctoral **stipend range**

IN ADDITION, INCLUDE DOCUMENTS PER IMMIGRATION STATUS:

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

- ☐ Copy of all Forms DS-2019 for J-1 and J-2 dependents
- ☐ *J-1 Students:* Letter authorizing academic training, signed by university Responsible Officer (RO)/Alternate RO (ARO)
- ☐ *All other non-NIH sponsored J-1s:* Letter authorizing placement at NIH, signed by RO/ARO

F-1 Student:

- ☐ Copy of all Forms I-20 (all pages)
- ☐ *If on Curricular Practical Training (CPT):* Copy of Form I-20 authorized for CPT
- ☐ *If on Optional Practical Training (Pre-/Post-Completion or STEM OPT):* Copy of valid EAD. If EAD is pending at USCIS, copy of Form I-797 receipt notice
- ☐ *If On-Campus Employment at Off-Campus Location (OCE):* Letter confirming OCE signed by Designated School Official (DSO)

Other nonimmigrant classifications:

- ☐ Copy of valid EAD or other USCIS authorization to work
- ☐ Enabling document (as required by immigration status)
- ☐ Contact DIS with questions

NOTE: IC cannot provide a supplement solely to provide health insurance coverage. A stipend must also be authorized.

USEFUL LINKS

[Contact DIS](#)

[Administrative Staff Guidance](#)

[DIS Processing Times](#)

[How to Submit Cases and Documents to DIS](#)

[NIH Intramural Visiting Fellow Program \(VFP\) Manual Chapter](#)

Keep copies of everything you send to DIS