**NOTE:** Maximum limit for Professional Services Contracts and Exchange Scientists is an aggregate of 12 months.

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)
* PSC – Copy of approved Professional Service Order
* Updated CV and Bibliography
* Evidence of supplemental funding, if applicable1
* If changing lab/branch, IC Inter/Intra Transfer Request <http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Documents/icinterintrarequest.pdf> – *for NIH-sponsored J-1 only*
* If the ES is a doctoral degree student:
* Evidence of continued enrollment in doctoral program
* The DIS will verify with the NIH Graduate Partnerships Program (GPP – [https://www.training.nih.gov/  
  programs/gpp](https://www.training.nih.gov/programs/gpp)) that all appropriate GPP approvals are in place before processing the request
* Copy of current Form I-94 for PSC/ES **and** dependents
* Copy of updated passport biographical page for PSC/ES **and** dependents (including passport expiration date) – *only necessary if PSC/ES has received an updated passport*

Copy of immigration documents (see right side)

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. If using personal funds, include financial institution bank statement in PSC/ES’s name, showing the total amount of funding in U.S. Dollars available for use while at the NIH. Funding for a NIH-sponsored J-1 must meet minimum stipend levels as indicated in Appendix 2 of the IRTA Program Automated Fellowship Payment System Manual Chapter: <https://policymanual.nih.gov/2300-320-7>

**\*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:

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)

NOTE: Individuals in this category are not covered by the Federal Tort Claims Act, therefore they are generally not permitted to have incidental patient contact. An exception can be made if malpractice insurance is purchased.

J-1 Transfer to NIH sponsorship:

* Copy of **all** Forms DS-2019 for J-1 **and** J-2 dependents

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, DS-2019 with Academic Training authorization

For all other non-NIH sponsored J-1s, letter of authorization   
from RO/ARO

J-2 (Dependents of J-1):

* Copy 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) for F-1
* CPT – Current Form I-20 with CPT authorization (ES Only)
* OPT – Copy of valid Employment Authorization Document (EAD)
* Copy of valid Employment Authorization Document (EAD)
* STEM OPT – If EAD is pending, copy of Form I-797, USCIS receipt notice
* Letter confirming on-campus employment at an off-campus location (OCE) (ES only)

H-1B (ES only):

* Form I-797 Approval Notice (copy acceptable)
* Proof of Placement at NIH (see <http://www.ors.od.nih.gov/pes/dis/Contractors/Pages/Proof-of-Placement.aspx> for examples) OR copy of Labor Condition Application (LCA – Form ETA 9035) with the NIH as Location/Place of Employment

Other nonimmigrant classifications:

Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work

Adjustment Applicants (for LPR):

Copy of valid Employment Authorization Document (EAD)

**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**