



DIS Checklist for Key Contacts in remote locations

1. _____ Make appointment to meet with Scientist as soon as he/she arrives.
2. _____ Photocopy Passport Identification page (page with photo). If passport has expired make copy of extension page (usually on the second page).
3. _____ Photocopy all United States Visa(s) (pasted inside passport).
4. _____ Photocopy front and back of Form I-94/I-94W (White or green card stapled inside passport).
5. _____ Photocopy Form DS-2019 or other applicable immigration document (e.g. Form I-797; Form I-20; Employment Authorization Document).
6. _____ Complete Form I-9 (if FTE) and fax/mail to DIS. Schedule for HR orientation.
NOTE: Form I-9 must be completed within **3 days** of the official start date!
7. _____ Complete entire **Visiting Foreign Scientist Arrival Check-in** form with Scientist; be sure to include FPS number, if applicable.
NOTE: If the Scientist does not yet have a U.S. address, email it to the DIS Team that services your IC as soon as a residence is found.
8. _____ Provide Scientist with local information (e.g. directions to Social Security office, Department of Motor Vehicle, local tax office, map of area, location to pick-up I.D. badge, etc.) **and** DIS information for new arrivals (<http://www.ors.od.nih.gov/pes/dis/VisitingScientists/Pages/ComingtoNIH.aspx>).
9. _____ Alert Scientist to return to your office for orientation materials and/or updated immigration documents from DIS.
10. _____ Verify that any award or appointment documentation is sent to the appropriate office [e.g., after receipt from DIS, complete Form 829-6, J-1 Certification of Health Insurance Coverage, and send to FAES; e.g., complete Form I-9 and fax/mail to DIS (exception for NIEHS only: original I-9 remains with HR; copy must be faxed to DIS)].
11. _____ After you meet with Scientist, fax **Visiting Foreign Scientist Arrival Check-in** form, copies of immigration documents, and Form I-9 (if FTE) to DIS at (301) 496-0847. **Please include a cover sheet with your name, mailing address and telephone number.** FedEx all copies and original check-in form to DIS:

National Institutes of Health
Division of International Services, ORS
9000 Rockville Pike, Building 31/B2B07, MSC 2028
Bethesda, MD 20892-2028

After DIS receives and reviews the documents, you will receive a Notice of Action (NOA) for your file and a packet of materials to give to the Scientist (item 9 above). If the Scientist needs to apply for an SSN, please notify your DIS Team of the SSN when received.

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