Documents Required:

Visiting Fellow (VF) **Renewal**

* 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)

Also required if vF is not NIH-Sponsored J-1

* Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work ([**https://www.ors.od.nih.gov/pes/dis/‌AdministrativeStaff/Pages/Non-ImmigrantVisaClassifications.aspx**](https://cm.ors.od.nih.gov/pes/dis/%E2%80%8CAdministrativeStaff/Pages/Non-ImmigrantVisaClassifications.aspx))

Supplemental Fellow (SF) **Renewal**

Supplemental Fellow (SF)

 **IC Transfer**

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)
* Evidence of supplemental funding1

Also required If SF is not NIH-Sponsored J-1

* Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work ([**https://www.ors.od.nih.gov/pes/dis/‌AdministrativeStaff/Pages/Non-ImmigrantVisaClassifications.aspx**](https://cm.ors.od.nih.gov/pes/dis/%E2%80%8CAdministrativeStaff/Pages/Non-ImmigrantVisaClassifications.aspx))

1The 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 post-doctoral stipend range ([**https://www.training.nih.gov/postdoctoral\_irta\_stipend\_ranges**](https://www.training.nih.gov/postdoctoral_irta_stipend_ranges)).

**DOCUMENTS REQUIRED:**

Visiting Fellow (VF) **IC Transfer**

DIS Processing Times:
[**ors.od.nih.gov/pes/dis/AdministrativeStaff/
Pages/DISProcessingTimeChart**](https://orsweb.od.nih.gov/sites/dis/Forms/ors.od.nih.gov/pes/dis/AdministrativeStaff/Pages/DISProcessingTimeChart.aspx)

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

* Completed NIH Form 829-1, Part I (**completed by new IC**) [**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)
* IC Inter/Intra Transfer Request for J-1 Fellows (**completed by new IC**) [**https://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/‌Documents/icinterintrarequest.pdf**](https://cm.ors.od.nih.gov/pes/dis/AdministrativeStaff/%E2%80%8CDocuments/icinterintrarequest.pdf)

Also required If VF is not NIH-Sponsored J-1

* Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work ([**https://www.ors.od.nih.gov/pes/dis/‌AdministrativeStaff/Pages/Non-ImmigrantVisaClassifications.aspx**](https://cm.ors.od.nih.gov/pes/dis/%E2%80%8CAdministrativeStaff/Pages/Non-ImmigrantVisaClassifications.aspx))

Documents Required:

* Completed NIH Form 829-1, Part I (**completed by new IC**) [**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)
* Evidence of supplemental funding1
* IC Inter/Intra Transfer Request for J-1 Fellows (**completed by new IC**) [**https://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/‌Documents/icinterintrarequest.pdf**](https://cm.ors.od.nih.gov/pes/dis/AdministrativeStaff/%E2%80%8CDocuments/icinterintrarequest.pdf)

Also required If SF is not NIH-Sponsored J-1

* Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work ([**https://www.ors.od.nih.gov/pes/dis/‌AdministrativeStaff/Pages/Non-ImmigrantVisaClassifications.aspx**](https://cm.ors.od.nih.gov/pes/dis/%E2%80%8CAdministrativeStaff/Pages/Non-ImmigrantVisaClassifications.aspx))

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

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

**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**](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.