Documents Required:

* Completed NIH Form 829-1, Parts I & II [**http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/
Documents/nih829\_all.pdf**](http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Documents/nih829_all.pdf)
* Copy of doctoral degree used to qualify for this award
(e.g. M.D., Ph.D.)1
* If degree earned more than 5 years ago, SD or OIR approval2
* CV and Bibliography
* 3 letters of reference
* Four point memorandum, if applicable, for incidental patient contact (M.D. only)
* SF - Evidence of supplemental funding3
* Copy of passport biographical page for VF/SF **and** each dependent (including passport expiration date)
* If currently in the U.S.:
* Copy of current Form I-94 for VF/SF and dependents
* Copy of most recent visa for VF/SF and dependents,
if available

Copy of immigration documents (see list on right)

1 Include certified translation of all foreign language documents

2 If the doctoral degree was earned more than 5 years ago and the candidate has less than 5 years of relevant postdoctoral research experience, include Form 829 signed by the Scientific Director (SD). If degree was earned more than 5 years ago and the candidate has more than 5 years of relevant postdoctoral research experience, OIR approval is needed prior to submission to DIS.

3 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 post-doctoral stipend range.

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

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
[**https://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Pages/DISProcessingTimeChart.aspx**](https://cm.ors.od.nih.gov/pes/dis/AdministrativeStaff/Pages/DISProcessingTimeChart.aspx)

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

**Send 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**

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, 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)

Adjustment Applicants (for LPR):

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)
* 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)

Other nonimmigrant classifications:

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