

TO BE COMPLETED BY
INSTITUTE/CENTER

Request for RENEWAL or LAB TRANSFER of Full-Time Equivalency (FTE) Positions

**DOCUMENTS REQUIRED FOR FTE REQUESTS, SUCH AS
RESEARCH FELLOW, CLINICAL FELLOW, STAFF SCIENTIST, STAFF
CLINICIAN, INVESTIGATOR (TENURE-TRACK), SENIOR
INVESTIGATOR (TENURE), ADJUNCT INVESTIGATOR:**

- ☐ **NIH Form 829-1, Part I**
- ☐ **Scientist Worksheet and Required Documents**
- ☐ If changing level of patient contact (i.e. from none to incidental), four-point memorandum (M.D. only) – *required for all FTEs; if requesting full patient contact for J-1, see J-1 Alien Physician (see list on right)*
- ☐ If changing lab/branch, **Lab Transfer Request** – *for NIH-sponsored J-1 only*
- ☐ Copy of current Form I-94 for FTE and dependents
- ☐ Copy of updated passport biographical page for FTE and dependents – *only necessary if the scientist has received an updated passport*
- ☐ Additional documents per relevant immigration status (column to the right)

**IN ADDITION, INCLUDE DOCUMENTS PER IMMIGRATION
STATUS:**

H-1B:

- ☐ **LCA Attestation**
- ☐ **Employer letter**

O-1:

- ☐ Employer letter (Sample emailed upon request)
- ☐ DIS will consult with scientist to determine necessary O-1 evidence
- ☐ Consult with DIS prior to submission of request (transfers only)

F-1 Student with OPT:

- ☐ Copy of all Forms I-20 (all pages)
- ☐ Copy of valid Employment Authorization Document (EAD). If EAD is pending at USCIS, copy of Form I-797 receipt notice

J-2 Exchange Visitor:

- ☐ Copies of all Forms DS-2019 for J-2 and J-1
- ☐ Copy of valid EAD

J-1 Alien Physician (ECFMG-sponsored):

- ☐ **Clinical Fellow Intake Form**
- ☐ For ECFMG renewals, include **these documents**

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: J-1 Exchange Visitors cannot earn tenure or credit for tenure.

USEFUL LINKS

Contact DIS

Administrative Staff Guidance

DIS Processing Times

How to Submit Cases and Documents to DIS

H-1B vs. O-1 Nonimmigrant Visas

J-1 Alien Physician (ECFMG-sponsored)

Keep copies of everything you send to DIS