Documents Required for FTE requests, such as Research Fellow, Clinical Fellow, Staff Scientist, Staff Clinician, Investigator (Tenure-track), Senior Investigator (Tenure), Adjunct Investigator:

* 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 (e.g. M.D., Ph.D.) 1
* Credentials evaluation of doctoral degree (e.g., M.D., Ph.D.) if degree earned abroad. For a list of evaluators, go to: [**http://www.naces.org/members.htm**](http://www.naces.org/members.htm).
* CV and Bibliography
* 2 letters of reference
* Four point memorandum, if applicable, for incidental patient contact (M.D. only)—required for ALL FTEs; if full patient contact is requested for J-1 sponsorship, see J-1 Alien Physician (below)
* Copy of passport biographical page for VS and each dependent (including passport expiration date)
* If currently in the U.S.:
* Copy of current Form I-94 for VS **and** dependents
* Copy of most recent visa for VS **and** dependents, if available

Copy of immigration documents (see list to right)

 1 Include certified translation of all foreign language documents

 In addition, include these documents according to immigration status:

For nonimmigrant classifications not listed, please consult with DIS.

For more information on NIH-sponsorship of an O-1 or H-1B,
please refer to the DIS website at [**http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/
Pages/H-1BvsO-1NonimmigrantVisas.aspx**](http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Pages/H-1BvsO-1NonimmigrantVisas.aspx)

For more information about J-1 Alien Physician (ECFMG-sponsored), please refer to [**http://www.ecfmg.org/evsp/index.html**](http://www.ecfmg.org/evsp/index.html)

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)

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

H-1B:

* H-1B petition worksheet and credentials: [**https://dis.ors.od.nih.gov/DISInfo/h1bworksheet.pdf**](https://dis.ors.od.nih.gov/DISInfo/h1bworksheet.pdf)
* LCA attestation form: [**http://www.ors.od.nih.gov/pes/dis/
AdministrativeStaff/Documents/h1blcaattestation.pdf**](http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Documents/h1blcaattestation.pdf)

Employer letter (Sample mailed upon request)

O-1 (initial review by DIS) 2:

* O-1 petition worksheet and credentials: [**http://dis.ors.od.nih.gov/DISInfo/o1worksheet.doc**](http://dis.ors.od.nih.gov/DISInfo/o1worksheet.doc)

Employer letter (Sample mailed upon request)

J-1 Scholar Transfer NIH sponsorship:

* Copy of **all** Forms DS-2019 for J-1 **and** J-2 dependents
* Ensure properly completed Form 829-1, particularly Section I., “Research Program,” in Part I

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)

2 **Prior to submission of an O-1 request:** consult with the DIS to determine if O-1 is the only option. As part of the consultation, submit a comprehensive CV of the scientist, listing ALL accomplishments, honors, achievements, recognitions, publications, conference presentations, etc. Once this is reviewed, the DIS will consult with the scientist to determine the necessary O-1 evidence.

 (continued)

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

**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!!

Adjustment Applicants (for Lawful Permanent Residence):

* Copy of valid Employment Authorization Document (EAD)

Other nonimmigrant classifications:

Copy of valid EAD or other USCIS authorization to work

J-1 Alien Physician (ECFMG-sponsored):

* Copy of all Forms DS-2019 for J-1 **and** J-2 dependents
* ECFMG certification
* For those brand **NEW** to ECFMG-sponsorship –
* If will be in an *ACGME-accredited* program, include documents listed at: [**http://www.ecfmg.org/evsp/
initial-accredited.pdf**](http://www.ecfmg.org/evsp/initial-accredited.pdf)
* If will be in a *Non-Standard* program, include documents listed at: [**http://www.ecfmg.org/evsp/initial-non-standard.pdf**](http://www.ecfmg.org/evsp/initial-non-standard.pdf)
* For those CURRENTLY sponsored by ECFMG at another institution in the U.S. –
* If will be in an *ACGME-accredited* program, include documents listed at: [**http://www.ecfmg.org/evsp/
continuation-accredited.pdf**](http://www.ecfmg.org/evsp/continuation-accredited.pdf)
* If will be in a *Non-Standard* program, include documents listed at: [**http://www.ecfmg.org/evsp/continuation-non-standard.pdf**](http://www.ecfmg.org/evsp/continuation-non-standard.pdf)

F-1 Student with CPT/OPT:

* 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