

TO BE COMPLETED BY
INSTITUTE/CENTER

Request for NEW Full-Time Equivalency [FTE] Positions (VS) Pg. 1

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
- 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>.
- 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:

H-1B:

- I-129 Petition Worksheet and Credentials: https://orsweb.od.nih.gov/sites/dis/DIS_Info/I-129%20worksheet.pdf
- LCA attestation form: <http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Documents/h1blcaattestation.pdf>
- Employer letter: https://orsweb.od.nih.gov/sites/dis/DIS_Info/h1bemployerletter_nih.doc

O-1 (initial review by DIS)²:

- I-129 Petition Worksheet and Credentials: https://orsweb.od.nih.gov/sites/dis/DIS_Info/I-129%20worksheet.pdf
- Employer letter (Sample emailed upon request)

F-1 Student with OPT:

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

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 Lawful Permanent Residence):

- Copy of valid Employment Authorization Document (EAD)

Other nonimmigrant classifications:

- Copy of valid EAD or other USCIS authorization to work. Consult with DIS.

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.

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>

For more information about J-1 Alien Physician (ECFMG-sponsored), please refer to <http://www.ecfm.org/evsp/index.html>

For DIS Processing Times, please refer to <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.

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>

*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

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J-1 Alien Physician (ECFMG-sponsored):

- Copy of all Forms DS-2019 for J-1 **and** J-2 dependents
- ECFMG certification
- For those **NEW** to ECFMG-sponsorship:
 - If will be in an *ACGME-accredited* program, include documents listed at: <http://www.ecfm.org/evsp/initial-accredited.pdf>
 - If will be in a *Non-Standard* program, include documents listed at: <http://www.ecfm.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.ecfm.org/evsp/continuation-accredited.pdf>
 - If will be in a *Non-Standard* program, include documents listed at: <http://www.ecfm.org/evsp/continuation-non-standard.pdf>