**REQUIRED DOCUMENTATION FOR DIS BADGE VALIDATION**

All individuals requiring DIS badge validation must provide 1) initial date of entry into the U.S. in a significant status, not counting short-term or tourist visits, and 2) all documents listed below for the relevant immigration status.

Refer to our [NIH ID Badges](#) webpage for document submission guidelines.

**U.S. Citizens/U.S. Permanent Residents:** DIS badge validation is not needed. Send a copy of naturalization certificate or green card to your NIH Administrative Officer (AO). AO may need to correct the NED record and re-sponsor the NIH ID badge request.

<table>
<thead>
<tr>
<th>Immigration Status</th>
<th>Description</th>
<th>Documents to Present for HSPD-12 Badge Clearance</th>
</tr>
</thead>
</table>
| AOS                | Adjustment of Status (AOS) Applicant  
|                    | Individuals with a pending Adjustment of Status application under Section 245 of the INA with a valid EAD. | • Valid Employment Authorization Document (EAD) [(c)(9) or (c)(16) or (c)(24)] |
| A-1 & A-2          | Foreign Diplomatic Personnel  
|                    | Individuals in the U.S as employees of a foreign government, e.g., ambassador, minister, diplomat, or consular officer.  
|                    | Dependent of A-1/A-2 Visa Holder  
|                    | Immediate family members of foreign government officials (Dependents also carry A-1/A-2 status) | Principal  
|                    | • Not authorized to work as a contractor at NIH  
|                    | Dependent  
|                    | • Valid EAD [(c)(1)] |
| B-1                | Visitor for Business  
|                    | Individuals in the U.S. for a short time to engage in business activities such as negotiating with business associates, attending professional conferences, or conducting independent research. May not engage in any employment in the U.S., including salaried work or services performed on an independent basis.  
|                    | *Note:* B-2 status is not appropriate to engage in business activities | • B-1 letter of invitation (if available)  
|                    |  
|                    | Passport  
|                    | Form I-94  
|                    | *Delegate Program Visitor:*  
|                    | NIH Delegate must submit [Delegate Request Form](#) and documentation as listed on that form. |
| WB                 | Waiver for Business  
|                    | Individuals permitted to enter the U.S. without a visa for a stay limited to 90 days. Available only to citizens of countries designated by the U.S. State Department. Allows visitor to engage in business activities such as negotiating with business associates, attending professional conferences, or conducting independent research. May not engage in any employment in the U.S., including salaried work or services performed on an independent basis.  
|                    | *Note:* WT status is not appropriate to engage in business activities | • WB letter of invitation (if available)  
|                    |  
|                    | Passport with entry date-stamp marked as “WB”  
|                    | Form I-94  
|                    | *Delegate Program Visitor:*  
|                    | NIH Delegate must submit [Delegate Request Form](#) and documentation as listed on that form. |
| E-1 | Treaty Trader  
Individuals in the U.S. to conduct trade under a treaty between their country and the U.S., and key employees of companies trading under such a treaty. | Principal  
- Form I-797 Approval Notice (copy acceptable)  
- Proof of Placement Letter (see [webpage](#) for examples)  
- Passport  
- Form I-94  
Dependent  
- Valid EAD [(a)(17)] |
|---|---|---|
| E-2 | Treaty Investor  
Individuals in the U.S. to develop and direct the operations of an enterprise in which they have invested substantial capital, and employees of companies making such investments. Must be based on a treaty between visa holder's country and the U.S. | Principal  
- Form I-797 Approval Notice (copy acceptable)  
- Proof of Placement Letter (see [webpage](#) for examples)  
- Passport  
- Form I-94  
Dependent  
- Valid EAD [(a)(17) or (c)(12)] |
| E-3 | Temporary Worker in a Specialty Occupation  
Limited to citizens of Australia; perform professional services for a sponsoring employer in a specific position for a fixed period of time. Annual cap of 10,500.  
Employment authorization is granted for an initial period of up to 2 years. Extensions can be granted indefinitely in increments of up to 2 years. Employee may be granted up to 240 days of extended employment authorization while a timely-filed petition requesting an extension of stay is pending with USCIS. | Principal  
- Form I-797 Approval Notice (copy acceptable), if applicable  
- Proof of Placement Letter (see [webpage](#) for examples)  
- OR copy of Labor Condition Application (LCA – Form ETA 9035) with the NIH as Location/Place of Employment  
- Australian Passport  
- Form I-94  
- If E-3 Extension Petition is pending:  
  - Form I-797 Receipt Notice (copy acceptable) for extension petition in lieu of I-797 Approval Notice  
  - All additional documents listed above  
Dependent  
- Valid EAD [(a)(17)] |
| **F-1** | **F-1 Student**  
Individuasl in the U.S. engaging in a full course of academic study in an accredited educational program. May include elementary school, academic high school, college/university, conservatory, or language training. (Students enrolled in vocational training are given M-1 visas.) | **Extended On-Campus Employment (OCE)**  
- Form I-20  
- Letter of authorization from Principal Designated School Official (PDSO)/Designated School Official (DSO)  
- Passport  
- Form I-94  
**Economic Hardship**  
- Valid EAD [(c)(3)(iii)]  
**Curricular Practical Training (CPT)**  
- Form I-20  
- Letter of authorization from PDSO/DSO confirming NIH as place of employment  
- Passport  
- Form I-94  
**Optional Practical Training (OPT)**  
- Valid EAD [(c)(3)(A) or (c)(3)(B) or (c)(3)(C)]  
- *If STEM Extension is Pending*: Copy of USCIS I-765 Receipt notice for STEM extension (in addition to EAD)  

Note: F-2 dependents are not authorized to work. |
| **G-1, G-2, G-3, & G-4** | **Representative of International Organization**  
Individuals in the U.S. as representatives of an international organization—e.g., the United Nations—and their dependents. | **Principal**  
- Not authorized to work at NIH  
**Dependent**  
- Valid EAD [(c)(4)] |
| H-1B | Temporary Worker in a Specialty Occupation  
Individually in the U.S. to perform professional services for a sponsoring employer in a specific position for a fixed period of time.  
Employment authorization is granted for an initial period of up to 3 years. Extensions for an additional 3 years are possible up to a total of 6 years. Further extensions permitted under certain circumstances. Employee may be granted up to 240 days of extended employment authorization while a timely-filed petition requesting an extension of stay is pending with USCIS. |
|---|---|
| Principal | Form I-797 Approval Notice (copy acceptable)  
Proof of Placement Letter (see webpage for examples)  
OR copy of Labor Condition Application (LCA – Form ETA 9035) with NIH as Location/Place of Employment  
Passport  
Form I-94  
If H-1B Extension Petition is Pending:  
Form I-797 Receipt Notice (copy acceptable) for extension petition lieu of I-797 Approval Notice  
All additional documents listed above |
| Dependent | Valid EAD [(c)(26)] |
| H-1B Portability | Individuals in H-1B status who were previously under the sponsorship of another H-1B employer are authorized to accept new employment pursuant to a timely filed H-1B petition by the new employer while the new petition is undergoing adjudication. |
| Principal | Form I-797 Approval Notice (copy acceptable) for Prior H-1B Employment  
Form I-797 Receipt Notice (copy acceptable) for New H-1B Employment  
Proof of Placement Letter (see webpage for examples)  
OR Copy of Labor Condition Application (LCA – Form ETA 9035) with NIH as Location/Place of Employment  
Passport  
Form I-94 |
| Dependent | Valid EAD [(c)(26)] |
| H-2B | Skilled or Unskilled Worker  
Individually in the U.S. in a temporary position for which a shortage of U.S. workers exists, working for a specific employer for a fixed period of time. |
| Principal | Form I-797 Approval Notice (copy acceptable)  
Proof of Placement Letter (see webpage for examples)  
OR copy of Temporary Labor Certification in Non-agricultural Occupations (Form ETA 9142) with the NIH as Location/Place of Employment  
Passport  
Form I-94 |
| H-3  | Trainee | Individuals in the U.S. in a temporary period to participate in a training program provided by a specific employer | • Form I-797 Approval Notice (copy acceptable)  
• Proof of Placement Letter (see [webpage](#) for examples)  
• Passport  
• Form I-94 |
| --- | --- | --- | --- |
| J-1 | Exchange Visitor (Student)  
Individuals in the U.S. as Exchange Visitors for the primary purpose of studying at an academic institution under the auspices of the U.S. Department of State and a Designated Program Sponsor | • Valid Form DS-2019  
• Letter of authorization from Responsible Officer (RO)/Alternate Responsible Officer (ARO) authorizing off-campus or academic training  
• Passport  
• Form I-94 |
| J-1 | Exchange Visitor (Short-term Scholar, Professor, Research Scholar; Specialist; Trainee; Alien Physician)  
Individuals in the U.S. as exchange visitors under the auspices of the US Department of State and a Designated Program Sponsor | • Valid Form DS-2019 with NIH listed as “Primary Site of Activity”  
  • *If NIH is not listed on the DS-2019:* Submit a Letter of authorization from Responsible Officer (RO)/Alternate Responsible Officer (ARO) authorizing activities at NIH  
• Passport  
• Form I-94 |
| J-2 | Dependent of J-1 Visa Holder  
Individuals in the U.S. as a dependent (spouse or unmarried child under the age of 21) of a J-1 Exchange Visitor | • Valid EAD [(c)(5)] |
| K-1 | Fiancé(e) of a U.S. citizen  
Individuals coming to the U.S. to marry a U.S. citizen | • Valid EAD [(a)(6)] |
| K-2 | Dependents of K-1 Visa Holder  
Individuals (minors) who are dependents of a K-1 visa holder | • Valid EAD [(a)(6)] |
| K-3 | Spouse of U.S. Citizen  
Individual who married a US citizen and is waiting for immigrant visa | • Valid EAD [(a)(9)] |
| K-4 | Dependent of K-3 Visa Holder  
Individuals (minors) who are dependents of a K-3 visa holder | • Valid EAD [(a)(9)] |
| L-1 | Intracompany Transferee  
Individuals in the U.S. who have been transferred from a subsidiary, affiliate, or branch office overseas to the U.S. to work in an executive, managerial, or specialist capacity | • Form I-797 Approval Notice (copy acceptable)  
• Proof of Placement Letter (see [webpage](#) for examples)  
• Passport  
• Form I-94 |
<table>
<thead>
<tr>
<th>Visa Type</th>
<th>Description</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| **L-2**   | Dependent of L-1 Visa Holder  
Individuals in the U.S. as a dependent of an L-1 visa holder  
Only an L-2 *spouse* is employment eligible | - Valid EAD [(a)(18)] |
| **M-1**   | M-1 Student Seeking Practical Training after Completion of Studies | - Valid EAD [(c)(6)] |
| **NATO 1-6** | NATO Personnel  
Individuals in the U.S. as members of the armed services of the nations of the North Atlantic Treaty Organization, staff members, attendants, servants, and personal employees of NATO personnel | Principal  
- Not authorized to work at NIH  
Dependent  
- Valid EAD [(c)(7)] |
| **O-1**   | Person of Extraordinary Ability  
Individuals of extraordinary ability in the sciences, arts, education, business, or athletics who are in the U.S. to work for a sponsoring employer or organization | - Form I-797 Approval Notice (copy acceptable)  
- Proof of Placement Letter (see webpage for examples)  
- Passport  
- Form I-94 |
| **O-2**   | Accompanying Personnel  
Personnel accompanying O-1 visa holders | - Form I-797 Approval Notice (copy acceptable)  
- Proof of Placement Letter (see webpage for examples)  
- Passport  
- Form I-94 |
| **T-1, T-2, T-3, & T-4** | T-1 Victim/Witness of Trafficking  
T-2 Spouse of T-1  
T-3 Child of T-1  
T-4 Parent of T-1 | - Valid EAD [(a)(16) or (c)(25)] |
| **TN**    | Trade NAFTA  
(only for citizens of Canada & Mexico)  
Individuals in the U.S. to perform professional services for a sponsoring employer in a specific position for a fixed period of time, pursuant to the provisions of the North American Free Trade Agreement | - TN Offer Letter of Employment  
- Form I-797 Approval Notice (copy acceptable), if applicable  
- Proof of Placement Letter (see webpage for examples)  
- Passport  
- Form I-94 |

*Note: O-3 dependents are not authorized to work.  
Note: TD dependents are not authorized to work.*
| U-1, U-2, U-3, U-4, & U-5 | U-1 Victim/Witness of Certain Criminal Activity  
U-2 Spouse of U-1  
U-3 Child of U-1  
U-4 Parent of U-1  
U-5 Unmarried sibling under age 18 of a U-1 | • Valid EAD [(a)(19) or (a)(20)] |
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<tbody>
<tr>
<td>VAWA</td>
<td>Principal beneficiary or qualified child of an approved Violence Against Women Act (VAWA) petition</td>
<td>• Valid EAD [(c)(31)]</td>
</tr>
</tbody>
</table>
| V-1, V-2, & V-3 | V-1 Spouse of Lawful Permanent Resident  
Individuals in the U.S. who are spouses of U.S. Lawful Permanent Resident that have been waiting more than three years for an immigrant visa.  
V-2 Minor unmarried child of U.S. Lawful Permanent Resident  
V-3 Minor unmarried child of V-1 or V-2 | • Valid EAD [(a)(15)] |
| Asylee | Individuals who have been granted asylum status after arrival in the U.S. based on a well-founded fear of persecution in their home country. | • Letter from USCIS or Immigration Judge order approving asylee status OR valid EAD [(a)(5) or (c)(8)] OR Form I-94 showing asylee status  
• Passport |
| DACA | Deferred Action for Childhood Arrivals (DACA) | • Valid EAD [(c)] |
| Refugee | Individuals admitted to the U.S. who have proven a well-founded fear of persecution in their home country. Admitted to the U.S. for one year, after which time they can apply to become lawful permanent residents. | • Letter from USCIS approving refugee status OR valid EAD [(a)(3) or (a)(4)] OR Form I-94 showing refugee status  
• Passport or Travel Document |
| TPS | Temporary Protected Status (TPS)  
Special protection from deportation is available to qualified nationals of designated countries. Extended by U.S. government, generally in one-year periods. | • Valid EAD [(a)(12) or (c)(19)]  
*Note:* Most will have a valid EAD, but there are also special provisions automatically extending the employment authorization for designated countries. To find out if a specific TPS-country has had the work authorization automatically extended, see: [http://www.uscis.gov/tps](http://www.uscis.gov/tps)  
• If available, provide a receipt notice for an extension with the original EAD  
• For an automatic extension period, please provide the original EAD |

*Tenants and Volunteers:* Simply provide proof of legal non-immigrant status in the U.S. to DIS.  
*Immigration status not on this chart:* Check with employer or DIS for required documentation.  
Refer to our [NIH ID Badges](https://www.nih.gov/) webpage for additional guidance. [Contact DIS](https://www.nih.gov/) with questions or concerns.