

TO BE COMPLETED BY  
INSTITUTE/CENTER **FDA**

## Request for NEW Visiting Scientist (VS)/Full-Time Equivalency [FTE] Positions

### DOCUMENTS REQUIRED FOR FTE REQUESTS FROM FDA:

- 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.)<sup>1</sup>
- CV and Bibliography
- 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)

<sup>1</sup> Include certified translation of all foreign language documents

### IN ADDITION, INCLUDE THESE DOCUMENTS ACCORDING TO REQUESTED IMMIGRATION STATUS:

#### H-1B:

- H-1B petition worksheet and credentials:  
<https://www.ors.od.nih.gov/pes/dis/FDA/FDA%20Forms/h1bworksheet.pdf>
- LCA attestation form:  
<https://www.ors.od.nih.gov/pes/dis/FDA/FDA%20Forms/fdah1blcaattestation.doc>
- Employer letter (Sample mailed upon request)

#### O-1 (preliminary DIS review required):

- Memo requesting use of O-1<sup>2</sup>
- Copy of CV
- O-1 petition worksheet and credentials:  
<https://www.ors.od.nih.gov/pes/dis/FDA/FDA%20Forms/fdao1worksheet.doc>
- Employer letter (Sample mailed upon request)

#### Other nonimmigrant classifications:

- Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work
- Enabling Document (as required by immigration status)

<sup>2</sup> **Prior to submission of an O-1 request:** consult with DIS to determine if O-1 is the only option and submit request memo and comprehensive CV for initial review. The CV should list ALL accomplishments, honors, achievements, recognitions, publications, conference presentations, etc. Once reviewed, DIS will confirm O-1 pathway and consult with the Center and scientist on necessary evidence.

*For nonimmigrant classifications not listed,  
please consult with DIS.*

*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)*

#### **Send documents via EXPRESS MAIL OR HAND-CARRY to DIS:**

Building 31, Room B2B07  
31 Center Drive MSC 2028  
Bethesda, MD 20892-2028  
Telephone: (301) 496-6166  
Email: [DISFDA@mail.nih.gov](mailto:DISFDA@mail.nih.gov)

<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**