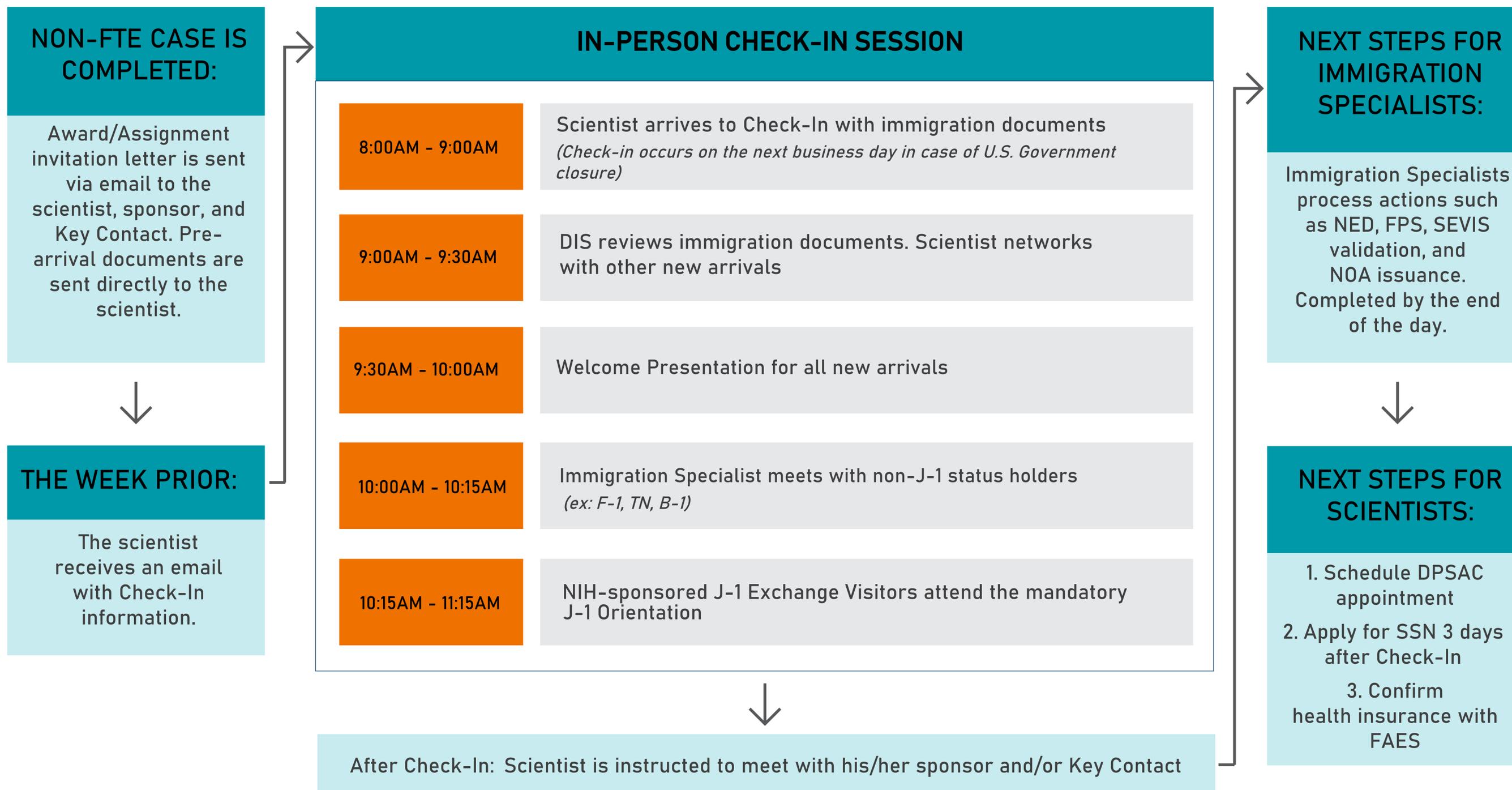


# IN-PERSON CHECK-IN PROCEDURE FOR NON-FTE VISITING SCIENTISTS

Scientists must check-in with DIS before beginning work at NIH. At Check-In, DIS verifies lawful admission to the United States in the correct immigration status, confirms work authorization to undertake activities at NIH, and activates NIH program.



*Note: Check-In is not appropriate for scientists who have been invited by a B-1/WB Delegate; please send B-1 Delegate Badge Request Form to DIS with relevant documents. Scientists with a remote site of activity (Frederick, Baltimore, NC, AZ, MT) should schedule a Check-In appointment with their Key Contact.*