

TO BE COMPLETED BY  
INSTITUTE/CENTER

## Request for RENEWAL or LAB TRANSFER of Guest Researcher (GR) or Special Volunteer (SV)

### REQUIRED DOCUMENTS:

- NIH Form 590
- NIH [Guest Researcher or Special Volunteer Agreement](#)
- CV and Bibliography
- If changing lab/branch, [Lab Transfer Request](#) – for NIH-sponsored J-1 only
- If SV is a doctoral degree student<sup>1</sup>
  - Evidence of enrollment in doctoral program, signed by Dean or Registrar on university letterhead
  - DIS will verify with the [NIH Graduate Partnerships Program](#) that all appropriate GPP approvals are in place before processing the request
- Evidence of funding<sup>2</sup>
- If SV has an outside employer: Letter on employer letterhead confirming that SV will be on leave of absence or sabbatical for duration of assignment, signed by authorized representative of the organization
- Copy of current Form I-94 for GR/SV and dependents
- Copy of updated passport biographical page for GR/SV and each dependent – only necessary if GR/SV has received an updated passport
- Additional documents per relevant immigration status (column to the right)

<sup>1</sup> Minimum funding must match stipend parity for predoctoral fellow as indicated in Appendix 2 of the [IRTA Program Automated Fellowship Payment System Manual Chapter](#)

<sup>2</sup> The funding letter must (1) be on the organization's letterhead, (2) include the amount of funding in U.S Dollars and duration of funding, and (3) be signed by an individual authorized to confirm the funding. Funding for a NIH-sponsored J-1 must meet minimum stipend levels as indicated in Appendix 2 of the [IRTA Program Automated Fellowship Payment System Manual Chapter](#)

### IN ADDITION, INCLUDE DOCUMENTS PER IMMIGRATION STATUS:

#### J-1 Alien Physician (ECFMG- sponsorship):

- Requires advance authorization from ECFMG; consult with DIS after submitting request

#### J-1 Student or Non-NIH J-1 sponsorship:

- Copy of all Forms DS-2019 for J-1 and J-2 dependents
- J-1 Students: Letter authorizing academic training, signed by university Responsible Officer (RO)/Alternate RO (ARO)
- All other non-NIH sponsored J-1s: Letter authorizing placement at NIH, signed by RO/ARO

#### TN, O-1:

- Consult with DIS in advance

#### F-1 Student:

- Copy of all Forms I-20 (all pages)
- If on Curricular Practical Training (CPT): Copy of Form I-20 authorized for CPT
- If on Optional Practical Training (Pre-/Post-Completion or STEM OPT): Copy of valid Employment Authorization Document (EAD). If EAD is pending at USCIS, copy of Form I-797 receipt notice
- If On-Campus Employment at Off-Campus Location (OCE): Letter confirming OCE signed by Designated School Official (DSO)

#### H-1B (GR only, SV not eligible):

- Copy of Form I-797 Approval Notice
- Proof of Placement at NIH OR copy of Labor Condition Application (LCA – Form ETA 9035) with the NIH as Location/Place of Employment

#### Other nonimmigrant classifications:

- Copy of valid EAD or other USCIS authorization to work
- Enabling document (as required by immigration status)
- Contact DIS with questions

**NOTE:** Guest Researchers are not permitted to have patient contact.

### USEFUL LINKS

[Contact DIS](#)

[Administrative Staff Guidance](#)

[DIS Processing Times](#)

[How to Submit Cases and Documents to DIS](#)

[NIH Guest Researcher/Special Volunteer Programs Manual Chapter](#)

Keep copies of everything you send to DIS