

TO BE COMPLETED BY
INSTITUTE/CENTER

Lab Transfer Request for NIH-Sponsored J-1s

Instructions: Any request to transfer a current NIH-sponsored J-1 Exchange Visitor to a new lab at NIH, either within or outside the existing Institute/Center (IC), must be approved in advance by DIS. The new lab must submit this form, along with any additional required documents on our Renewal/Lab Transfer [checklists](#) to DIS at least 25 business days before the effective date of transfer.

The J-1 Exchange Visitor Program allows for movement as necessary to facilitate the J-1 Exchange Visitor's research objectives. To comply with this requirement, the releasing lab sponsor must verify that the scientist's proposed research activity at the new lab is a continuation of the research objective(s) originally started at the beginning of the J-1 program.

NEW LAB SPONSOR

Proposed effective date of transfer: _____

Name of J-1 Exchange Visitor: _____

Description of proposed research activity at new lab: _____

I confirm that the above description is correct:

Signature: _____

Name of new lab sponsor: _____

Date: _____

RELEASING LAB SPONSOR

Please review the description of proposed research activities for the J-1 Exchange Visitor:

1. Do you agree that the proposed research activity at the new lab is consistent with the J-1 Exchange Visitor's original research objective(s)?

Yes No

2. Do you have any objections to the transfer?

Yes No

If you answered "No" to number 1, and/or "Yes" to number 2, please provide additional comments:

Signature: _____

Name of releasing lab sponsor: _____

Date: _____

USEFUL LINKS

DIS Processing Times

ors.od.nih.gov/pes/dis/AdministrativeStaff/Pages/DISProcessingTimeChart.aspx

Maintaining J-1 Status

ors.od.nih.gov/pes/dis/VisitingScientists/Pages/MaintainingJ-1Status.aspx

Secure Email and File Transfer (SEFT):
secureemail.nih.gov/bds/Login.do

Send form via secure method to DIS:

Building 31, Room B2B07
31 Center Drive MSC 2028
Bethesda, MD 20892-2028
Telephone: (301) 496-6166
Email: DIS@mail.nih.gov
ors.od.nih.gov/pes/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