

TO BE COMPLETED BY
INSTITUTE/CENTER

Request for RENEWAL or LAB TRANSFER of Postdoctoral Visiting Fellow

Visiting Fellow (VF) Renewal

REQUIRED DOCUMENTS:

- NIH Form 829-1, Part I**
- If not NIH-sponsored J-1:* Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work, and enabling document (as required by immigration status)

Visiting Fellow (VF) Lab Transfer

REQUIRED DOCUMENTS:

- NIH Form 829-1, Part I** (completed by new IC)
- If NIH-sponsored J-1:* **Lab Transfer Request** (completed by new IC)
- If not NIH-sponsored J-1:* Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work, and enabling document (as required by immigration status)

Supplemental Visiting Fellow (SF) Renewal

REQUIRED DOCUMENTS:

- NIH Form 829-1, Part I**
- Evidence of supplemental funding¹
- If not NIH-sponsored J-1:* Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work, and enabling document (as required by immigration status)

¹ 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. Total funding, including outside source and NIH, should be within the established postdoctoral [stipend range](#)

Supplemental Visiting Fellow (SF) Lab Transfer

REQUIRED DOCUMENTS:

- NIH Form 829-1, Part I** (completed by new IC)
- Evidence of supplemental funding¹
- If NIH-sponsored J-1:* **Lab Transfer Request** (completed by new IC)
- If not NIH-sponsored J-1:* Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work, and enabling document (as required by immigration status)

NOTE: IC cannot provide a supplement solely to provide health insurance coverage. A stipend must also be authorized.

USEFUL LINKS

Contact DIS

Administrative Staff Guidance

DIS Processing Times

How to Submit Cases and Documents to DIS

*NIH Intramural Visiting Fellow Program (VFP)
Manual Chapter*

Keep copies of everything you send to DIS