Request for RENEWAL or LAB TRANSFER of Full-Time Equivalency (FTE) Positions

DOCUMENTS REQUIRED FOR FTE REQUESTS, SUCH AS RESEARCH FELLOW, CLINICAL FELLOW, STAFF SCIENTIST, STAFF CLINICIAN, INVESTIGATOR (TENURE-TRACK), SENIOR INVESTIGATOR (TENURE), ADJUNCT INVESTIGATOR:

- NIH Form 829-1, Part I
- If changing level of patient contact (i.e. from none to incidental), four-point memorandum (M.D. only) – required for all FTEs; if requesting full patient contact for J-1, see J-1 Alien Physician (see list on right)
- If changing lab/branch, Lab Transfer Request – for NIH-sponsored J-1 only
- Copy of current Form I-94 for FTE and dependents
- Copy of updated passport biographical page for FTE and dependents – only necessary if VS has received an updated passport
- Additional documents per relevant immigration status (column to the right)

IN ADDITION, INCLUDE DOCUMENTS PER IMMIGRATION STATUS:

**H-1B:**
- I-129 Petition Worksheet and Credentials
- LCA Attestation
- Employer letter

**O-1 (for renewals only):**
- I-129 Petition Worksheet and Credentials
- Employer letter (Sample emailed upon request)
- DIS will consult with scientist to determine necessary O-1 evidence

**O-1 (for transfers only):**
- Consult with DIS prior to submission of request

**F-1 Student with OPT:**
- Copy of all Forms I-20 (all pages)
- Copy of valid Employment Authorization Document (EAD). If EAD is pending at USCIS, copy of Form I-797 receipt notice

**J-2 Exchange Visitor:**
- Copies of all Forms DS-2019 for J-2 and J-1
- Copy of valid EAD

**J-1 Alien Physician (ECFMG-sponsored):**
- If will be in an ACGME-accredited program, include these documents
- If will be in a Non-Standard program, include these documents

**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:** J-1 Exchange Visitors cannot earn tenure or credit for tenure.

USEFUL LINKS

- Contact DIS
- Administrative Staff Guidance
- DIS Processing Times
- How to Submit Cases and Documents to DIS
- H-1B vs. O-1 Nonimmigrant Visas
- J-1 Alien Physician (ECFMG-sponsored)

Keep copies of everything you send to DIS

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