Request for NEW Full-Time Equivalency (FTE) Positions

IN ADDITION, INCLUDE THESE DOCUMENTS PER REQUESTED IMMIGRATION STATUS:

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

O-1 (initial review by DIS):^2
- I-129 Petition Worksheet and Credentials
- Employer letter (Sample emailed upon 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

Other nonimmigrant classifications:
- Copy of valid EAD or other USCIS authorization to work
- Contact DIS with questions

J-1 Alien Physician (ECFMG-sponsored):
- Copy of all Forms DS-2019 for J-1 and J-2 dependents
- ECFMG certification
- For those NEW to ECFMG-sponsorship:
  - If will be in an ACGME-accredited program, include these documents
  - If will be in a Non-Standard program, include these documents
- For those CURRENTLY sponsored by ECFMG at another institution in the U.S.:
  - If will be in an ACGME-accredited program, include these documents
  - If will be in a Non-Standard program, include these documents

^2 Prior to submission of an O-1 request: consult with DIS to determine if O-1 is the only option. As part of the consultation, submit a comprehensive CV of the scientist, listing ALL accomplishments, honors, achievements, recognitions, publications, conference presentations, etc. Once this is reviewed, DIS will consult with the scientist to determine the necessary O-1 evidence

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

Revised 10/2021