

TO BE COMPLETED BY  
INSTITUTE/CENTER **FDA**

## Request for RENEWAL or IC TRANSFER\* of Visiting Scientist (VS)/Full-Time Equivalency [FTE] Positions

### DOCUMENTS REQUIRED FOR FTE REQUESTS FROM FDA:

- Completed NIH Form 829-1, Parts I & II: [http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Documents/nih829\\_all.pdf](http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Documents/nih829_all.pdf)
- Updated CV and Bibliography
- Copy of passport biographical page for VS and each dependent (including passport expiration date)
- Copy of current Form I-94 for VS **and** dependents
- Copy of most recent visa for VS **and** dependents, if available
- Copy of immigration documents (see list to right)

### IN ADDITION, INCLUDE THESE DOCUMENTS ACCORDING TO REQUESTED IMMIGRATION STATUS:

#### H-1B:

- H-1B petition worksheet and credentials: <https://www.ors.od.nih.gov/pes/dis/FDA/FDA%20Forms/h1bworksheets.pdf>
- LCA attestation form: <https://www.ors.od.nih.gov/pes/dis/FDA/FDA%20Forms/fdah1blcaattestation.doc>
- Employer letter (Sample mailed upon request)
- Telework Agreement, if applicable

#### H-1B (for transfers only):

- Consult with DIS prior to submission of request

#### O-1 (for renewals only):

- O-1 petition worksheet and credentials: <https://www.ors.od.nih.gov/pes/dis/FDA/FDA%20Forms/fdao1worksheets.doc>
- Employer letter (Sample mailed upon request)
- DIS will consult with scientist on updated evidence

#### Other nonimmigrant classifications:

- Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work
- Enabling Document (as required by immigration status)

**\*Transfer Note: Inter/Intra Center transfers require advance DIS review and approval before they occur to ensure immigration compliance.**

*For nonimmigrant classifications not listed, please consult with DIS.*

*For DIS Processing Times, please refer to <http://www.ors.od.nih.gov/pes/dis/AdministrativeStaff/Pages/DISProcessingTimeChart.aspx>*

#### **Send documents via EXPRESS MAIL or HAND-CARRY to DIS:**

Building 31, Room B2B07  
31 Center Drive MSC 2028  
Bethesda, MD 20892-2028  
Telephone: (301) 496-6166  
Email: [DISFDA@mail.nih.gov](mailto:DISFDA@mail.nih.gov)

<http://www.ors.od.nih.gov/pes/dis/Pages/default.aspx>

*Using hand-carry ensures delivery to 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**