

Instructions for Proof of Placement Letter:

- **Complete all fields in the chart below. Put on employer letterhead. Delete this instructions box.**
- Refer to [Contractor Badges](#) page to determine whether this proof of placement letter is required.
- Submit to [DIS@mail.nih.gov](mailto:DIS@mail.nih.gov) via Secure Email File Transfer Service ([SEFT](#)).
- The sponsoring employer should be the same as indicated on immigration approval notice (i.e., I-797).
- If there are any sub-contracting agreements, this letter must clearly define the relationship between all contracting companies. DIS may request other documentation if the relationship is unclear.<sup>1</sup>
- This individual should have the authority to sign an immigration petition on behalf of the employer and/or must be signing in capacity as or equal to the hiring official. S/he should confirm with the immigration petition filer (e.g., attorney) that placement at NIH has been established through the I-129 petition, itinerary, or LCA, if applicable.<sup>2</sup>

[Insert letterhead of sponsoring employer]

National Institutes of Health (NIH)  
Division of International Services (DIS)  
31 Center Drive, Room B2B07  
Bethesda, MD 20892

To Whom It May Concern:

I verify that the following employee of *[INSERT SPONSORING EMPLOYER NAME]* is authorized to work in the U.S. and has been placed at the National Institutes of Health, Department of Health and Human Services:

Employee's Last Name	
First Name	
Middle Name, if applicable	
Immigration Status ( <i>e.g., H-1B, O-1</i> )	
Placement Location of Employee at NIH ( <i>Full Street Address and Name of Institute or Center</i> )	
Subcontracting Organization(s) <sup>1</sup> <i>If none exist, write N/A</i>	
Duration of Authorized Placement at NIH ( <i>mm/dd/yyyy - mm/dd/yyyy</i> )	

By signing this letter, I confirm that:

- I am authorized to comment on the immigration status of the above-named employee;
- Placement at NIH per the above terms is authorized pursuant to the appropriate statutory and regulatory requirements governing his/her status; and
- Placement at NIH per the above terms does not constitute a violation of the terms and conditions of his/her immigration status.

Sincerely,

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Name and Title <sup>2</sup>  
Address  
Phone Number  
Email