

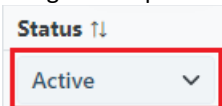
The [DIS Customer Portal](#) provides access to detailed case tracking information regarding the immigration status of Foreign National (FN) Scientists in the NIH Visiting Program. The DIS Customer Portal does not contain information on foreign national contractors placed at NIH. The below is a guide on how to use the first component of the portal.

## FN SCIENTISTS

Key Contacts can search and view records of all Visiting Program foreign nationals within their IC.

### Foreign National Scientists Table

- The Foreign National Scientists table defaults to showing active scientists. This table can be changed using the dropdown in the Status column.



- Status Definitions
    - Active – foreign national who has checked in with DIS and is currently working at NIH.
    - Pending – foreign national who has not yet started working at NIH (e.g. DIS is still processing the case or the FN has not checked in with DIS yet).
    - Inactive – foreign national who is no longer in the Visiting Program.
- The Foreign National Scientists table can be sorted by any column. Click the arrows To sort by a column. Click the arrow again to reverse the order.
- Clicking the “FN ID” of a foreign national will open their record.

### Foreign National Record – Profile

- Basic information about a foreign national appears in the profile.
- If DIS has more than one open case for the foreign national, a list of open cases will appear below the profile. A case can be selected to view information in the “Case Details” section.

### Foreign National Record – Case Details

- Case details including case status appears in the “case details.”
- Hover mouse over in the status to view the definition of the current case status.
- Click “Get Help” in the top-right corner for detailed definitions of all case statuses.

## TERM REPORT

Term Reports will find all foreign nationals within an IC who have an end date within a specific range. This helps Key Contacts track which foreign nationals will need a renewal or termination case. Enter the date range in the “From” and “To” boxes and click “Search.”

## SYSTEM ACCESS

DIS can grant access to the customer portal to any Administrative Officer or other administrative staff with their Lead AO’s permission. Access requests should be emailed to [dis@mail.nih.gov](mailto:dis@mail.nih.gov).