

TO BE COMPLETED BY
INSTITUTE/CENTER

Request for NEW Predoctoral Visiting Fellow

REQUIRED DOCUMENTS:

- NIH Form 829-1, Parts I & II
- NIH Graduate Partnerships Program (GPP) Verification – DIS will verify with the GPP that all appropriate GPP approvals are in place before processing the request
- Evidence of enrollment in doctoral program, signed by Dean or Registrar on university letterhead
- Copy of highest earned degree (e.g. M.Sc.)¹
- CV and Bibliography
- 3 letters of reference
- If Predoctoral Supplemental Fellow (PSF) – Evidence of supplemental funding²
- Copy of passport biographical page for PF/PSF and each dependent (including passport expiration date)
- If currently in the U.S.:
 - Copy of current Form I-94 for PF and dependent(s)
 - Copy of most recent visa for PF and dependent(s), if available
 - Additional documents per relevant immigration status (column to the right)

¹ Include certified translation of all foreign language documents

² The funding letter must (1) be on the organization's letterhead, (2) include the amount of funding in U.S Dollars and duration of funding, and (3) be signed by an individual authorized to confirm the funding. Total funding, including outside source and NIH, should be within the established predoctoral **stipend range**

IF CURRENTLY IN THE U.S., INCLUDE DOCUMENTS PER IMMIGRATION STATUS:

J-1 transfer to NIH sponsorship:

- Copy of all Forms DS-2019 for J-1 and J-2 dependents

J-1 Student or Non-NIH J-1 sponsorship:

- Copy of all Forms DS-2019 for J-1 and J-2 dependents
- J-1 Students: Letter authorizing academic training, signed by university Responsible Officer (RO)/Alternate RO (ARO)
- All other non-NIH sponsored J-1s: Letter authorizing placement at NIH, signed by RO/ARO

F-1 Student:

- Copy of all Forms I-20 (all pages)
- If on Curricular Practical Training (CPT): Copy of Form I-20 authorized for CPT
- If on Optional Practical Training (Pre-/Post-Completion or STEM OPT): Copy of valid Employment Authorization Document (EAD). If EAD is pending at USCIS, copy of Form I-797 receipt notice
- If On-Campus Employment at Off-Campus Location (OCE): Letter confirming OCE signed by Designated School Official (DSO)

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: IC cannot provide a supplement solely to provide health insurance coverage. A stipend must also be authorized.

USEFUL LINKS

[Contact DIS](#)

[Administrative Staff Guidance](#)

[DIS Processing Times](#)

[How to Submit Cases and Documents to DIS](#)

[NIH Intramural Visiting Fellow Program \(VFP\)
Manual Chapter](#)

Keep copies of everything you send to DIS