

TO BE COMPLETED BY
INSTITUTE/CENTER

Request for NEW Professional Services Contractor (PSC) or Exchange Scientist (ES)

DEFINITIONS:

- **Professional Services Contractors (PSC)** are used for acquisition purposes—i.e. to acquire goods or services from an individual/vendor with advanced training and education in a particular field. Advanced training and education are typically demonstrated by a doctoral level degree. PSCs are not to be used for training purposes. The maximum limit for a PSC is an aggregate of 12 months.
- **Exchange Scientists (ES)** are used for the conduct of collaborative research, consultation, and/or attend workshops, conferences, or meetings. Unlike Professional Services Contractors (PSCs), ESs are not used for acquisition purposes. In limited cases, the ES designation can be used for training purposes. The maximum time limit for an ES is an aggregate of 12 months.

REQUIRED DOCUMENTS:

- NIH Form 829-1, Parts I & II**
- If PSC* - Copy of approved Professional Service Order or equivalent
- CV and Bibliography
- Copy of highest earned degree (e.g. M.D., Ph.D.)¹
- If the ES is a doctoral degree student:*
 - Evidence of enrollment in doctoral program, signed by Dean or Registrar on university letterhead
 - DIS will verify with the **NIH Graduate Partnerships Program** that all appropriate appointment mechanism is being used before processing the request
- Evidence of supplemental funding, if applicable²
- Copy of passport biographical page for PSC/ES and dependents
- If currently in the U.S.:
 - Copy of current Form I-94 for PSC/ES and dependents
 - Copy of most recent visa for PSC/ES and dependents, 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. If using personal funds, include financial institution bank statement in ES/PSC's name, showing the total amount of funding in U.S. Dollars available for use while at the NIH. Funding for a NIH-sponsored J-1 must meet minimum stipend levels as indicated in Appendix 2 of the **IRTA Program Automated Fellowship Payment System Manual Chapter**. Please note that personal funds are not appropriate for doctoral student ESs.

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 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) (ES only)

H-1B (ES Only):

- Copy of Form I-797 Approval Notice
- Proof of Placement at NIH** OR copy of Labor Condition Application (LCA – Form ETA 9035) with the NIH as Location/Place of Employment

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: Individuals in this category are not covered by the Federal Tort Claims Act, therefore they are generally not permitted to have incidental patient contact. An exception can be made if malpractice insurance is purchased.

USEFUL LINKS

[Contact DIS](#)

[Administrative Staff Guidance](#)

[DIS Processing Times](#)

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

Keep copies of everything you send to DIS