

TO BE COMPLETED BY
INSTITUTE/CENTER

Request for NEW Postdoctoral Visiting Fellow

REQUIRED DOCUMENTS:

- NIH Form 829-1, Parts I & II
- Acceptable Evidence of Doctoral Degree (e.g. M.D., Ph.D.)¹
- If degree earned more than 5 years ago, SD or OIR approval²
- CV and Bibliography
- 3 letters of reference
- Four-point memorandum, if applicable, for incidental patient contact (M.D. only)
- If Supplemental Fellow (SF) - Evidence of supplemental funding³
- Copy of passport biographical page for Visiting Fellow (VF)/SF and dependents
- If currently in the U.S.:
 - Copy of current Form I-94 for VF/SF and dependents
 - Copy of most recent visa for VF/SF and dependents, if available
 - Additional documents per immigration status (column to the right)

¹ Include certified translation of all foreign language documents

² If the doctoral degree was earned more than 5 years ago and the candidate has less than 5 years of relevant postdoctoral research experience, include Form 829 signed by the Scientific Director (SD). If degree was earned more than 5 years ago and the candidate has more than 5 years of relevant postdoctoral research experience, OIR approval is needed prior to submission to DIS

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

IF CURRENTLY IN THE U.S., INCLUDE DOCUMENTS PER REQUESTED 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 Student*: 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

J-2 Exchange Visitor:

- Copies of all Forms DS-2019 for J-2 and J-1
- Copy of valid Employment Authorization Document (EAD)

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)

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