



National Institutes of Health  
Bethesda, Maryland 20892

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TO: Dr. Arlyn Garcia-Perez, Director of Policy and Analysis  
Office of Intramural Research

FROM: Candelario Zapata, Director  
Division of International Services (DIS)

SUBJECT: Undergraduate and Masters level Special Volunteers Not Permitted in the NIH  
Visiting Program

#### Policy Statement

- Special Volunteers in the NIH Visiting Program must meet the same degree requirements as trainees in the [NIH Visiting Fellow Program](#) (see section D, part 1 ‘Eligibility’). Specifically, foreign national Special Volunteers must either:
  - Have completed a doctoral or equivalent terminal degree program, or
  - Be enrolled in a doctoral or equivalent terminal degree program

#### Background

- All [Intramural Research Program \(IRP\) scientists](#) who are foreign nationals – defined here as neither U.S. citizens nor lawful permanent residents – are considered NIH Visiting Program participants and must comply with the requirements and spirit of the NIH Visiting Program.
- The NIH Visiting Program does not permit foreign national pre or postbaccalaureate trainees.

#### Implementation

- **Effective immediately, DIS will process a Special Volunteer request only if the foreign national scientist meets degree requirements stated above.**
- Requests submitted to DIS for foreign national Special Volunteers who do not meet above degree requirements will be canceled.
- Institutes/Centers may wish to consider contractor positions for foreign national scientists who do not meet above requirements and who are not eligible for any other [IRP designation](#).

#### Office of Intramural Research concurrence:

Concur: Dr. Arlyn Garcia-Perez

Signature: \_\_\_\_\_