

TO BE COMPLETED BY  
INSTITUTE/CENTER

## Request for RENEWAL or LAB TRANSFER of Full-Time Equivalency (FTE) Positions

### DOCUMENTS REQUIRED FOR FTE REQUESTS, SUCH AS RESEARCH FELLOW, CLINICAL FELLOW, STAFF SCIENTIST, STAFF CLINICIAN, INVESTIGATOR (TENURE-TRACK), SENIOR INVESTIGATOR (TENURE), ADJUNCT INVESTIGATOR:

- NIH Form 829-1, Part I**
- If changing level of patient contact (i.e. from none to incidental), four-point memorandum (M.D. only) – *required for all FTEs; if requesting full patient contact for J-1, see J-1 Alien Physician (see list on right)*
- If changing lab/branch, **Lab Transfer Request** – *for NIH-sponsored J-1 only*
- Copy of current Form I-94 for FTE and dependents
- Copy of updated passport biographical page for FTE and dependents – *only necessary if VS has received an updated passport*
- Additional documents per relevant immigration status (column to the right)

### IN ADDITION, INCLUDE DOCUMENTS PER IMMIGRATION STATUS:

#### H-1B:

- I-129 Petition Worksheet and Credentials**
- LCA Attestation**
- Employer letter**

#### O-1 (for renewals only):

- I-129 Petition Worksheet and Credentials**
- Employer letter (Sample emailed upon request)
- DIS will consult with scientist to determine necessary O-1 evidence

#### O-1 (for transfers only):

- Consult with DIS prior to submission of request

#### F-1 Student with OPT:

- Copy of all Forms I-20 (all pages)
- Copy of valid Employment Authorization Document (EAD). If EAD is pending at USCIS, copy of Form I-797 receipt notice

#### J-2 Exchange Visitor:

- Copies of all Forms DS-2019 for J-2 and J-1
- Copy of valid EAD

#### J-1 Alien Physician (ECFMG-sponsored):

- Clinical Fellow Intake Form**
- For ECFMG renewals, include **these documents**

#### 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:** J-1 Exchange Visitors cannot earn tenure or credit for tenure.

#### USEFUL LINKS

[Contact DIS](#)

[Administrative Staff Guidance](#)

[DIS Processing Times](#)

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

[H-1B vs. O-1 Nonimmigrant Visas](#)

[J-1 Alien Physician \(ECFMG-sponsored\)](#)

Keep copies of everything you send to DIS