

TO BE COMPLETED BY  
INSTITUTE/CENTER

## Request for NEW 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, Parts I & II
- Copy of doctoral degree (e.g. M.D., Ph.D.)<sup>1</sup>
- Credentials evaluation** of doctoral degree (e.g., M.D., Ph.D.) if degree earned abroad.
- CV and Bibliography
- 2 letters of reference
- Four-point memorandum, if applicable, for incidental patient contact (M.D. only)—required for ALL FTEs; if full patient contact is requested for J-1 sponsorship, see J-1 Alien Physician
- Copy of passport biographical page for FTE and each dependent
- If currently in the U.S.:
  - Copy of current Form I-94 for FTE and dependents
  - Copy of most recent visa for FTE and dependents, if available
  - Additional documents per relevant immigration status (column to the right)

<sup>1</sup> Include certified translation of all foreign language documents

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

#### H-1B:

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

#### O-1 (initial review by DIS)<sup>2</sup>:

- I-129 Petition Worksheet and Credentials**
- Employer letter (Sample emailed upon 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

#### Other nonimmigrant classifications:

- Copy of valid EAD or other USCIS authorization to work
- Contact DIS with questions

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

- Clinical Fellow Intake Form**
- Copy of all Forms DS-2019 for J-1 and J-2 dependents
- ECFMG certification
- For those **NEW** to ECFMG-sponsorship, include **these documents**
- For those **CURRENTLY** sponsored by ECFMG at another institution in the U.S., include **these documents**

<sup>2</sup> **Prior to submission of an O-1 request:** consult with DIS to determine if O-1 is the only option. As part of the consultation, submit a comprehensive CV of the scientist, listing ALL accomplishments, honors, achievements, recognitions, publications, conference presentations, etc. Once this is reviewed, DIS will consult with the scientist to determine the necessary O-1 evidence

**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