

TO BE COMPLETED BY  
CENTER

FDA

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

### REQUIRED DOCUMENTS:

- NIH Form 829-1, Parts I & II
- CV and Bibliography
- Copy of passport biographical page for VS and each dependent – *only necessary if VS received an updated passport*
- Copy of current Form I-94 for VS and dependents
- Copy of most recent visa for VS and dependents, if available
- 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 form
- Employer letter (Sample mailed upon request)
- Telework Agreement, if applicable

#### H-1B (for transfers only):

- Consult with DIS prior to submission of request

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

- I-129 Petition Worksheet and Credentials
- Employer letter (Sample mailed upon request)
- DIS will consult with scientist on updated evidence

#### Other nonimmigrant classifications:

- Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work
- Enabling document (as required by immigration status)
- Contact DIS with questions

### USEFUL LINKS

*Contact DIS*

*FDA Resources*

*DIS Processing Times*

*How to Submit Cases and Documents to DIS*

Keep copies of everything you send to DIS