

TO BE COMPLETED BY  
CENTER FDA

## Request for NEW Visiting Scientist (VS)/Full-Time Equivalency (FTE) Positions

### REQUIRED DOCUMENTS:

- NIH Form 829-1, Parts I & II
- Copy of doctoral degree (e.g. M.D., Ph.D.)<sup>1</sup>
- CV and Bibliography
- Copy of passport biographical page for VS and each dependent
- If currently in the U.S.:
  - 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)

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

### IF CURRENTLY IN THE U.S., INCLUDE DOCUMENTS PER IMMIGRATION STATUS:

#### H-1B:

- I-129 Petition Worksheet and Credentials
- LCA attestation form
- Employer letter (Sample mailed upon request)

#### O-1 (preliminary DIS review required):

- Memo requesting use of O-1<sup>2</sup>
- I-129 Petition Worksheet and Credentials
- Employer letter (Sample mailed upon request)

#### 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

<sup>2</sup> **Prior to submission of an O-1 request:** consult with DIS to determine if O-1 is the only option and submit request memo and comprehensive CV for initial review. The CV should list ALL accomplishments, honors, achievements, recognitions, publications, conference presentations, etc. Once reviewed, DIS will confirm O-1 pathway and consult with the Center and scientist on necessary evidence.

### 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