

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, Part I & 2
- ☐ [Scientist Worksheet and Required Documents](#)
- ☐ Copy of doctoral degree (e.g. M.D., Ph.D.)¹
- ☐ [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)

¹ Include certified translation of all foreign language documents

IN ADDITION, INCLUDE DOCUMENTS PER IMMIGRATION STATUS:

H-1B:

- ☐ [LCA Attestation](#)
- ☐ [Employer letter](#)

O-1 (initial review by DIS):²

- ☐ Employer letter (Sample emailed upon request)
- ☐ DIS will consult with scientist to determine necessary O-1 evidence

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](#)
- ☐ 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](#)

Other nonimmigrant classifications:

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

² 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