

GENERAL  
INFORMATION

## Acceptable Evidence of Doctoral Degree

**Background:** NIH Visiting Program policies require that all postdoctoral Visiting Fellows must provide evidence of possessing a doctoral degree. DIS must receive this evidence before you can receive the necessary immigration forms and begin your program at NIH. Please submit evidence of your doctoral degree by fax to (301) 496-0847 or submit it via email directly to the Immigration Specialist assigned to your case. As evidence of your degree, we can accept:

1

OR

2

### COPY OF YOUR DIPLOMA

If the diploma is not in English, it must be accompanied by a certified translation. Translations must be done by someone other than yourself or your immediate family members. The translator must sign and date a certification statement that states: *"I hereby certify that I am competent to translate from the \_\_\_\_\_ language into English and that the attached is the accurate translation of the original document(s)."*

### DEGREE CERTIFICATION LETTER

If your diploma is not available, DIS will accept an official letter from the Dean or Registrar of your academic institution that certifies all three (3) of the following points:

1. All the required coursework and research have been completed
2. The final report on the doctoral thesis has been approved by the examiners
3. The degree will be conferred on a specific date

### SAMPLE DEGREE CERTIFICATION LETTER

All degree requirements (including successfully passing the thesis defense) must be met before you can begin your NIH program. Submit a copy of your diploma once received (with certified English translation if necessary).

**NOTE:** if you provide a Degree Certification Letter with your initial Visiting Fellowship case, DIS will need a copy of your diploma with your renewal case.

<<SCHOOL'S LETTERHEAD>>

TO WHOM IT MAY CONCERN:

Re: Mr. /Ms. /Mrs. (Name of Scientist)

This is to certify that the above named individual has fulfilled all the required courses and research work for the degree of (Title of Degree, example: Dottorato di Ricerca) from (Name of School).

The final report on (his/her) doctoral thesis has been approved by the examiners.

The doctoral degree is to be conferred on (date).

(signature)

Dean or Academic Registrar of the School

Questions should be addressed to the **DIS Immigration Specialist** currently processing your case, if applicable, or to **DIS** at (301) 496-6166 or **DIS@mail.nih.gov**