LMC Research Fellow (VP), Appt. Renewal Checklist

- ☐ Recommendation Memo from you thru Lab Chief for SD approval – I only need the body of the memo – I will format and finalize.

- ☐ Completed NIH Form 829-1

For the 829 – I need the following:

1. Full name
2. Proposed NIEHS Location: Room number/Phone number
3. male/female
4. date of birth
5. social security number, if applicable
6. City and country of birth
7. country of citizenship
8. country of legal permanent residence
9. current mailing address
10. current phone number and fax number
11. current email address
12. present position title, name of institution, and address
13. current salary
14. visa status
15. state general research area (i.e. genetics, biochemistry)
16. "describe proposed research program and research experience to be obtained

- ☐ CV and Bibliography

- ☐ Copy of passport biographical page for VF/SF **and** each dependent (including passport expiration date)

- ☐ If currently in the US:
  - ☐ Copy of current Form I-94 for VF/SF **and** dependents
  - ☐ Copy of most recent visa for VF/SF **and** dependents, if available
  - ☐ Copy of immigration documents (see below)

In addition, include these documents according to immigration status:

(LMC Admin will provide H-1B worksheet, attestation form & employer letter sample)

H-1B (for *renewals* only):

- ☐ H-1B petition worksheet and credentials (http://dis.ors.od.nih.gov/forms/h1bworksheet.doc)
- ☐ LCA attestation form (http://dis.ors.od.nih.gov/forms/h1blcaattestation.doc)
- ☐ Employer letter (Sample mailed upon request)

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

- ☐ Consult with DIS prior to submission of request

O-1 (for *renewals* only):

- ☐ O-1 petition worksheet and credentials (http://dis.ors.od.nih.gov/forms/o1worksheet.doc)
- ☐ O-1 Employer letter (Sample mailed upon request)
- ☐ DIS will consult with scientist to determine updated evidence

O-1 (for *transfers* only):

- ☐ Consult with DIS prior to submission of request

Adjustment Applicants (for LPR):

- ☐ Copy of valid Employment Authorization Document (EAD)

J-1 Student:

- ☐ Copy of extended Forms DS-2019 for J-1 **and** J-2 dependents
- ☐ Letter of authorization for continued academic training from RO/ARO

J-2 (Dependents of J-1):

- ☐ Copy of extended Forms DS-2019 for J-2 **and** J-1
- ☐ Copy of valid Employment Authorization Document (EAD)

J-1 Alien Physician (ECFMG sponsorship):

- ☐ Consult with DIS prior to submission of request
- ☐ Refer to ECFMG website: http://www.ecfmg.org/evsp/index.html

Other nonimmigrant classifications:

- ☐ Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work

NOTES:

1 Include translation of all foreign language documents

2 If the doctoral degree was earned more than 5 years ago and the candidate has less than 5 years of relevant postdoctoral research experience, include Form 829 signed by the Scientific Director (SD). If degree was earned more than 5 years ago and the candidate has more than 5 years of relevant postdoctoral research experience, OIR approval is needed prior to submission to DIS.

3 If receiving supplemental funding: Include the name of the organization, amount of funding in U.S. Dollars, and duration of funding. The funding letter must be on the organization's letterhead and signed by an individual authorized to confirm the funding. Total funding, including outside source and NIH, should be within the established post-doctoral stipend range.