Division of International Services

9000 Rockville Pike
Building 31, Room B2B07
Bethesda, Maryland 20892-2028

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http://dis.ors.od.nih.gov/

APPOINTMENT START DATE CONFIRMATION

IMPORTANT ARRIVAL INFORMATION – PLEASE READ CAREFULLY

In order to activate newly arrived researchers sponsored by the NIH, the Division of International Services (DIS) requires notification of the researcher's official or actual starting date in the NIH laboratory or branch.

INSTRUCTIONS FOR NEWLY-ARRIVED RESEARCHERS:	INSTRUCTIONS FOR THE INSTITUTE/CENTER (IC):
1. Give this form to your Institute/Center (IC) to complete and sign upon your arrival to the NIH. It can be completed and signed by your IC Key Contact or Administrative Officer, Lab/Branch sponsor, or other designated IC official.	1. Complete the requested information below. Please type or print clearly.
2. Report to the DIS during check-in hours immediately after your arrival to the U.S., but **no later than your first day in the lab/branch** with the following:	2. Provide the researcher with this completed and signed form *(note: the IC may designate who can sign this form).*
• This form – completed and signed by your IC.	3. Instruct the researcher to report to the DIS during check-in hours **no later than his/her first day in the lab/branch** with this completed and signed form, along with the applicable immigration documents.
• Your and any family members' original immigration documents. This includes the passport; Form I-94 Arrival/Departure Record; and applicable immigration document, such as the Form DS-2019 for J-1 Exchange Visitors. **Copies of immigration documents are not acceptable for check-in**.	
3. The DIS check-in hours are Mondays through Thursdays from 9:30 am to 11:30 a.m., except when closed due to government holidays or other official closings. Friday arrivals may visit DIS between 9:30 am to 11:30 am for immigration validation, but must return the following Monday to complete the EOD process (including NBS FPS Approval). The DIS is located on the main NIH campus in Bethesda in Building 31, Room B2B07.	

PLEASE COMPLETE THE FOLLOWING:

(To be completed by the IC Key Contact, IC Lab/Branch Sponsor, or other IC designee)

Name of Researcher (FAMILY, first, middle): _____

Institute/Center: _____   Lab/Branch: _____

Requested Official/Actual Start Date in the lab/branch*: _____

Name of IC Key Contact: _____

Name of Human Resources Specialist: _____
(This applies only to those researchers appointed to an FTE position)

I confirm that I am designated to sign this form and that the above requested start date is correct:

_____   _____   _____
Name of Key Contact, Lab/Sponsor, or designee   **Signature**   **Date**

By signing this form, the IC agrees to the requested start date listed above. The DIS will attempt to accommodate the requested start date; HOWEVER, final determination is made by the DIS, according to applicable immigration rules and regulations. No changes to the start date can be made once the DIS processes the check-in/enter on duty (EOD).