Remote Case Preparation
and Electronic Submission

Presented by Daniel Forgosh
Immigration Specialist, DIS
Google works great!

DIS recommends to bookmark as well
• Search for a specific case

• Run a term report
Website: How to Find Information/Documents

- DIS search bar only searches DIS website, not all ORS websites

Example terms to search
- “remote” – Remote Check-in form
- “waiver” – NIH Waiver Policy and 212e
Website: Where to Find the DIS Checklists

A case (also known as a package or request) is comprised of the required materials needed by DIS to initiate or extend a Foreign Nationals’ time in the Visiting Program. A list of required documents for each NIH designation and case type (new, renewal, or transfer) is below. After determining the NIH designation, send a case to DIS with all required documents. Pay special attention to the required documents if the scientist is already in the United States as evidence of their current immigration status may be required. Additional suggestions can be found on our Case Processing Tips Handbook.

After DIS receives the case, the assigned case specialist will review the case. The administrative officer and/or scientist to obtain any additional documentation if necessary. DIS case processing tips are listed on our website.

If the IC wants to change a scientist’s designation, the IC must send DIS a case. DIS approval of the case is required before the change can occur.

Checklists

Checklists for Visiting Fellows, Scientists, Grant Researchers and Special Volunteers

1. Preclinical/Technical Visiting Fellow/Supplemental Visiting Fellow New
df
2. Preclinical/Technical Visiting Fellow/Supplemental Visiting Fellow Renewal/Lab Transfer
df
3. Preclinical Visiting Fellow/Supplemental Visiting Fellow New
df
4. Preclinical Visiting Fellow/Supplemental Visiting Fellow Renewal/Lab Transfer
df
5. Visiting Scientist (FTO) New
df
6. Visiting Scientist (FTO) Renewal/Lab Transfer
df
7. O-1 Extension Impaired for Years (Sat-2) Exchange Visitor (NIH team only)
df
8. Guest Researcher/Special Volunteer New
df

Checklist for Visiting Fellow/Supplemental Visiting Fellow Renewal/Lab Transfer

1. Preclinical/Technical Visiting Fellow/Supplemental Visiting Fellow New
df
2. Preclinical/Technical Visiting Fellow/Supplemental Visiting Fellow Renewal/Lab Transfer
df
3. Preclinical Visiting Fellow/Supplemental Visiting Fellow New
df
4. Preclinical Visiting Fellow/Supplemental Visiting Fellow Renewal/Lab Transfer
df
5. Visiting Scientist (FTO) New
df
6. Visiting Scientist (FTO) Renewal/Lab Transfer
df
7. O-1 Extension Impaired for Years (Sat-2) Exchange Visitor (NIH team only)
df
8. Guest Researcher/Special Volunteer New
df
Case Preparation: What Documents are Required

**Required**

- Items on DIS checklist
- Special memos

**Not Required**

- FPS
- Fellow agreement
- IC approval memos
- Other IC documents
- DIS NOA
- DIS Checklists

Serving the NIH Community
Case Preparation: What Documents are Not Required

This email serves to notify you that the Division of International Services (DIS)/ORS has processed the following Renewal case. Please see the below Notice of Action and keep a copy for your records. We encourage you to distribute this notice to all IC administrators involved in this case.

If you’ve just started at NIH, please review the Post-Arrival information for Visiting Scientists on the DIS’ website.

If you have any questions, please email DIS@mail.nih.gov or you may call 301-496-6166.

NOTICE OF ACTION

PERSONNEL INFORMATION

Name: Luke Skywalker  
Country of Citizenship: Australia

IC: National Cancer Institute  
Lab/Branch: Surgery Branch

IC Key Contact (KC): Yoda  
IC Sponsor: ObiWan

ACTION

Case Type: Renewal  
Category: Visiting Fellow

Effective Start Date (Month/Day/Year): June 17, 2019  
Effective End Date (M/D/Y): June 16, 2020

Immigration Status: J-1  
If J-1, Status Began (M/D/Y): June 01, 2019  
Status Expires (M/D/Y): July 01, 2019
Degree Letter

3 Requirements:

1. All 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

Diploma AND translation (if applicable)

Degree letter with the three criteria signed by the DEAN or REGISTRAR

Only untranslated diploma or only translated diploma

Degree letter signed by professor or department head
Case Preparation: What Is Evidence for Non-NIH Funding

**Satisfies Evidence of Funding**

- Signed letter from organization with amount in USD and timeframe
- Financial institution bank statement

**Does Not Satisfy Evidence of Funding**

- FPS of spouse
- Email explanation
- Funding listed on outside sponsored DS-2019
• DIS determines the best immigration option for the FN scientist and IC
• Generally, J-1 is preferred for Non-FTE designations and H-1B for FTE designations
• Note, it is the FN scientist’s responsibility to start the process to change status from F-1 to J-1. This process is initiated by the FN scientist reaching out to DIS to discuss the process and/or other options
PDF Tips and Tricks
DIS requires cases to be submitted in a single combined PDF

<table>
<thead>
<tr>
<th>Name</th>
<th>Date modified</th>
<th>Type</th>
<th>Size</th>
</tr>
</thead>
</table>
1. Highlight all documents
2. Right click
3. Combine files in Acrobat...

<table>
<thead>
<tr>
<th>Name</th>
<th>Date modified</th>
<th>Type</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<td>10 KB</td>
</tr>
<tr>
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<td>2/11/2021 1:43 PM</td>
<td>Chrome HTML Do...</td>
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<tr>
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<tr>
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<td>Chrome HTML Do...</td>
<td>635 KB</td>
</tr>
<tr>
<td>Visa - Skywalker, Luke.pdf</td>
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<td>Chrome HTML Do...</td>
<td>111 KB</td>
</tr>
</tbody>
</table>
4. Select all files
5. Click “Combine” button
6. Save combined PDF with new name
DIS does not accept PDF portfolios, only a single combined PDF

How to combine PDF portfolio to a combined PDF:

Same as previous

1. Right click single file
2. Combine files in Acrobat...
3. Select all files
4. Click “Combine” button
5. Save combined PDF with new name
Signature certificates lock PDF and can no longer
  – Edit
  – Combine PDFs

Solution: Print to new PDF (print, not save as)
Files in picture format need to be converted to PDF to combine with case. DIS does not accept picture submission.

Example:
- Passport
- Visa

Solution: Print to new PDF (print, not save as)
Secure Submission Methods
Secure Submission Methods

SharePoint
- Website
- Requires NIH Network
- Only to submit documents to DIS
- Only for ICs/AOs with access

SEFT
- NIH Resource
- Does NOT require NIH network
- Requires login
- Anyone can receive and respond

Encryption
- Built into Outlook
- Requires NIH Network

NIH Network
- Requires Internet Browser

Person-to-person

Encryption

SEFT
"This is great, much faster than SEFT!"

-Anonymous AO
• IC Lead AO requests access by emailing DIS@mail.nih.gov

• Using the DIS Case Submission SharePoint will become mandatory
  – DIS will stop accepting SEFT case submissions in the future
Secure Submission Methods: Secure Email File Transfer (SEFT)

- **URL:** [https://secureemail.nih.gov/bds/Login.do](https://secureemail.nih.gov/bds/Login.do)

- **How to send SEFT message**
  - Must be on the NIH network
  - NIH IT must create SEFT account

- **How to receive SEFT message**
  - Anyone can receive and reply
  - Great resource to securely request documents from new foreign nationals outside the NIH network
Secure Submission Methods: Encryption

- Built into Outlook
- Requires the NIH network

How to use:
1. Open email in separate window
2. Choose options
3. Click “Encrypt”
Important Note:
The DIS email box cannot receive encrypted email
Secure Submission Methods: When to Use Each Method

SharePoint
- Submitting a case and other documents to DIS including: new, renewal, transfer, new designation, continuation, contractor documents, and new immigration documents

SEFT
- Communicating with onboarding foreign national
- Sending PII to the DIS email in reference to a question

Encryption
- DIS staff member directly requests a document(s) for an open case
Any Questions?
Thanks for attending! We hope you found this training informative!

- **Office Hours:** By appointment only. Monday – Friday, 8:30am – 4:30pm (except Federal Holidays)
- **Contact Us:** [https://www.ors.od.nih.gov/pes/dis/AboutDIS/Pages/ContactUs.aspx](https://www.ors.od.nih.gov/pes/dis/AboutDIS/Pages/ContactUs.aspx)
- **Zoom Advising:** Monday – Thursday, 1:30-3:30 PM
- **Appointments:** Please schedule at least two days in advance in order to schedule an appointment
- **Phone:** (301) 496-6166
- **Email:** DIS@mail.nih.gov
- **Web Site:** [http://www.ors.od.nih.gov/pes/dis/](http://www.ors.od.nih.gov/pes/dis/)
- **Staff Information:** (List of Responsible Officer and Alternate Responsible Officers) [http://www.ors.od.nih.gov/pes/dis/AboutDIS/Pages/AboutTheStaff.aspx](http://www.ors.od.nih.gov/pes/dis/AboutDIS/Pages/AboutTheStaff.aspx)