LMC Special Volunteer or Guest Researcher
Appt. Checklist (New/Renewal) – Non-U.S. Citizen

1. For Form NIH 590:
    a. Candidate's Full name
    b. Proposed NIEHS location: Room number/phone number
    c. date of birth
    d. city/state of birth
    e. country of birth
    f. social security number
    g. citizenship status
    h. present employer or institution (Name/Address)
    i. Education: degrees held, school, discipline/field and date
    j. current mailing address
    k. current phone and fax numbers
    l. source and amount of current salary/stipend
    m. provide a brief description of the work to be performed

2. Dates of Appointment Requested
3. Current CV/Bibliography
4. Special volunteer agreement, completed and signed by volunteer
5. Copy of professional degree(s) with certified translation if not in English
6. List of dependents accompanying foreign scientist, if applicable. Include full name, date and place of birth, relationship to scientist, and nationality.
7. Verification of funding: Must be written documentation on institutional letterhead of sponsor, including amount in U.S. dollars and period of time (dates) funding will be provided. If self-supporting, include a recent copy of bank statement or letter from financial institution verifying amount of funds available.
8. If appointee is in the U.S.: a copy of passport and information pertaining to current visa status including authorization to work at NIEHS if visa will be supported by a university/agency other than NIH.
9. Health Insurance Coverage (name of insurance)