

ACCEPTABLE EVIDENCE OF DOCTORAL DEGREE

NIH Visiting Program polices require that **all** Post-doctoral Visiting Fellows must provide evidence of possessing a doctoral degree. The Division of International Services (DIS), Office Of Research Services (ORS), must receive this evidence **BEFORE** you can start at the NIH and receive the necessary immigration forms. Please submit evidence of your doctoral degree by fax to (301) 496-0847 or the HelpDesk (<http://dis.ors.od.nih.gov/index.html>).

As evidence of your doctoral degree, we can accept:

1

A copy of your **diploma**. If the diploma is not in English, it must be accompanied by a certified translation. Translations can be done by someone other than yourself or 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).*”

2

If the actual diploma is not available, the NIH will accept **an official letter from the Dean or Registrar** of your school that certifies the following points:

OR

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

SAMPLE DEGREE CERTIFICATION LETTER:

A sample degree certification letter is to the right. **All degree requirements (including successfully passing the thesis defense) MUST be met before the fellowship can be activated.** Submit a copy of the actual diploma once received (with certified English translation if necessary).

<<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 Ph.D. of the (**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