

Division of International Services: Responsibilities and Guidance on the DIS Badge Process

DIS is responsible for verifying that all foreign nationals (nonimmigrants in the U.S. who hold neither Lawful Permanent Resident status nor U.S. citizenship) placed at NIH have been lawfully admitted to the United States and are undertaking activities at NIH that are appropriate for their immigration status.

After the Administrative Officer (AO) sponsors a foreign national for a badge in the NIH Enterprise Directory (NED), DIS must validate the foreign national's work status before the badge process can continue. DIS validates work status by entering the Alien Authorized Work Until Date (AAWUD) which is determined based on the foreign national's immigration status, work authorization, and NIH requested NTE date.

[The DIS website](#) contains valuable guidance on the DIS Badge Process, including obtaining a badge for the first time and badge re-sponsorship and renewal.

A graphical overview of the badge clearance process is posted on the DIS portal at: <https://dis.ors.od.nih.gov/DISInfo/posters/BadgeClearance.pdf>. Note that DIS has differing processes and requirements for badge clearance depending on whether the individual is in the Intramural Research Program or a Contractor. Please see previous links for more detailed information.