

*TN is for Canadian or Mexican nationals. The hiring department should complete the TN Request Form, attach all supporting documents listed in the checklist, and submit all documents to [Loveness Schafer](#), International Services.*

**REQUIRED DOCUMENTS**

- Copy of approved WorkDay form relating to the position which must provide
  - the position number;
  - an overview of the position;
  - a full job description, including percentage of time to be spent on each responsibility; and qualification requirements.
- Copy of job offer letter
- Request Form ([complete online](#)).
- Employer support ([see sample letter](#)) letter which must (among other things):
  - describe the position’s duties and responsibilities clearly and in detail
  - state the education requirements for the position
  - explain how the employee meets these requirements; and
  - If the employee’s degree is in a “related” field, explain how the degree relates to the main degree requirement and the job functions and make reference to the courses listed in the employee’s transcript.
- Employee’s credentials, including:
  - A copy of the highest diploma related to the job
  - A copy of transcripts
  - Copies of licenses, certificates, board certifications, as applicable
- Resume/CV
- Copy of passport

If employee is currently in the U.S, the following additional documents should be submitted:

- Copy of Form I-94
- Copies of documents evidencing current and previous immigration status such as Form I-797, I-20, or DS-2019
- Check in the amount of \$460.00 (department’s responsibility).

IS EMPLOYEE OUTSIDE OF US?

If the employee is outside the US, a TN petition is not required. Our office will prepare a visa packet for the department to send to the employee.

If employee is Canadian, he/she will use the packet to apply for the TN at pre-flight inspection; US/Canada border; or at the port of entry to the United States.

If employee is Mexican, he/she will use the packet to apply for a TN visa at the US Consular office in Mexico, before traveling to the United States.

IS EMPLOYEE INSIDE OF US?

If the employee is physically present in the US and is seeking a change or extension of immigration status, a petition will be filed with the US Citizenship and Immigration Services (USCIS).

The filing fee is **\$460.00**. An additional **\$2,500.00** premium processing fee must be included if expedited service is necessary to guarantee that USCIS will process the petition within 15 days, instead of the normal estimated processing time of 2 to 6 months.

Filing and premium processing fees are the hiring department’s responsibility. However, if expedited service is required for personal reasons (e.g. personal travel not required for the job) the employee is responsible for the fee.

Checks should be made payable to “**Department of Homeland Security.**” Each payment must have a separate check in the exact amount.

**Note:** *Employee who is in the US may opt to have the TN processed by leaving the country and returning with a new TN, instead of filing a petition for change or extension of status.*

DEPENDENTS

*Dependents (spouse and/or children under the age of 21) are eligible to apply for TD dependent status **if they are physically present in the United States** and are requesting a change or extension of status. If they are outside the US, dependents of a Canadian TN non-immigrant may apply for the TD at pre-flight inspection; US/Canada border; or US port of entry. Mexican TDs must apply for the TD visa at the US Consulate abroad.*

If dependents are outside the U.S, they must apply for E3-D visa at the US Consulate in abroad.

If dependents are in the U.S and in need of dependent status, provide the following documents:

- [Form I-539](#) (Application to Extend/Change Nonimmigrant Status) prepared and signed by the principle dependent requesting a change or extension of status. Please note that information requested in Form I-539 pertains only to the dependent, not the

employee. The requested end date must coincide with the petition end date for the TN principal.

- [Form I-539A](#), (Supplemental Information for Application to Extend/Change Nonimmigrant Status) must be complete for each additional dependent. Each additional dependent must complete a separate Form I-539A. Parents may sign on behalf of children under 14.
- Copies of dependents' I-94 cards (front and back if card version; retrieve electronic version [here](#))
- Copies of dependents' passports (including visa pages)
- Copy of marriage certificate (for dependent spouse)
- Copy of birth certificate (for dependent child)
- \$370 Filing Fee (one fee regardless of the number of dependents).
- \$85 Biometric Services Fee for EACH dependent. The dependent applicant and co-applicants must each pay a biometric fee.

*All fees should be in the form of a check or money order made payable to “**Department of Homeland Security**.” All fees for dependents are the responsibility of the employee/dependents.*