

REQUEST FOR TN EMPLOYEE STATUS

The TN is set aside for citizens of Canada and Mexico. Eligible occupational titles are specified in Appendix 1603.D.1 of the NAFTA treaty. **THIS FORM MUST BE COMPLETED BY THE HIRING/SPONSORING DEPARTMENT, EXCEPT FOR SECTION III, WHICH MUST BE COMPLETED BY THE SPONSORED EMPLOYEE. Please type or print in block letters, and enter all dates in mm/dd/yy format.** All questions on the form must be answered as precisely as possible. Once completed, submit to Loveness Schafer (Associate Director, International Services) accompanied by the necessary attachments, forms and fees as listed on the [TN Checklist](#).

SECTION I: GENERAL INFORMATION

1. Employee's name: _____
(Family/Last) (First/Given) (Middle Name)
2. This request is for:
- Consular Process (employee is currently abroad; Form I-129 will not be filed with DHS)
 - Change of Status (employee is in the U.S. in a different non-immigrant status and needs to change status within US)
 - Change of Employer (employee has TN filed by a different employer and will leave this employer)
 - Extension of Stay (employee has TN status sponsored by LSU; employment contract has been renewed)
 - Amendment (employee is in TN status at LSU; terms of employment will change)
 - Concurrent TN (employee has an TN, needs a second TN for additional employment)
3. If request is for change of employer, what is the employee's last day with the current employer? _____
4. The requested period of TN status is from _____ to _____
Note: TN status may be granted in increments of up to 3 years, indefinitely.

SECTION II: DEPARTMENT INFORMATION

1. Host Department: _____
2. Campus address: _____
3. Name of Administrative Contact: _____
Phone #: _____ Email address: _____
4. Name and title of supervisor/sponsor _____
Phone #: _____ Email address: _____

SECTION III: EMPLOYEE INFORMATION (To be completed by employee)

| | |
|---|--|
| Biographical information Sex (m/f): _____ Date of birth: _____ Country of birth: _____ Province of birth: _____ Country of citizenship: _____ Passport number: _____ Passport validity: _____ Social Security Number: _____ | Contact information Home phone: _____ Work phone: _____ Email: _____ Local address: _____ _____ Foreign address: _____ _____ |
|---|--|

Status information
Date of last arrival in US: _____ I-94 number from last arrival in US: _____
Current immigration status: _____ Status expiration date: _____
Have you ever been denied a TN? () Yes () No
If yes, explain: _____
Have you ever been in J-1/J-2 status? () Yes () No
If yes, attach copies of all DS-2019s as well as any IAP-66s and J-1 visa pages. If subject to Section 212(e), proof of fulfillment OR waiver of two-year home residency requirement will need to be included.
Have you ever applied for a green card (Labor Certification, I-140, or I-485)? () Yes () No
If yes, explain; provide an attachment giving date that the petition was filed, who filed it, and the current status of the petition. Please also attach a copy of government receipt or approval notice.

Travel information*
Are you currently abroad and/or do you anticipate being abroad when the petition is pending? () Yes () No
If yes, provide dates and location of trip: _____
Mexicans: where (city, country) will you apply for the visa stamp? _____
Canadians: which airport will you fly from? _____

Dependent information**
Marital status: _____ Number of dependents (spouse and children under the age of 21): _____
Which dependents (if any) need TD dependent status? _____

Lastly, **please attach a statement listing all periods during which you have been employed in the U.S.**
This should include employer, position title, visa classification, and dates for each employment.

➔ ***I certify that the information provided in Section III of this form is correct and complete.***

Employee's signature: _____

Employee's name: _____ Date: _____

**If you are abroad, we will mail TN application documents to you so that you can apply for admission at pre-flight inspection or US Port of Entry (Canadians); or apply for a TN visa stamp at a US Consulate (Mexicans).*

***If dependents are in the US, you will need to provide dependent documents as listed on the [TN Checklist](#). If dependents are abroad, they can simply apply for admission at pre-flight inspection or US Port of Entry (Canadians); or apply for TD visas at a US Consulate (Mexicans).*

SECTION IV: INFORMATION ABOUT THE POSITION

1. Payroll title (include step and state whether position is tenure track or not): _____

2. Is this a research, teaching, administrative, or IT technical position? _____
3. Site of employment: _____
4. Percent time: _____ 5. Wages per year: _____
6. Non-technical description of the position: _____

7. Does employee receive income from another employer? () Yes () No
If yes, please list employer, job title, hours per week and income: _____

8. Employee's present occupation _____
9. Years of experience _____

I hereby certify that the information in the employer sections of this form is correct and complete.

Department Head's signature: _____ Date: _____

Department Head's Name: _____ Phone: _____