

TN Request Form

TN beneficiary: _____ Intended dates: _____ to _____

Are you requesting [Premium Processing Service](#)? YES NO

Please do not use clips, staples, tape, post-its, etc. to bind the documents

Prepare and attach the following documents:

- 1 completed [TN Information Form](#)
- 1 completed [I-94 Record Retrieval Consent](#) (N/A for extensions & amendments)
- 1 original + 2 copies of a [letter of support](#) from the Dean/Dir/Chair
- 3 copies of last 3 pay stubs (N/A for change of status and entry from abroad requests)
- 3 copies of [passport biodata and expiration page\(s\)](#)
- 3 copies of PNF or offer & acceptance letters (Note: If appointment dates on the PNF or letters do not cover the entire TN period being requested, USCIS may not grant approval for the entire duration.)
- 3 copies of position description
- 3 copies of transcript or diploma for highest degree conferred (must show academic field/major)
- 3 copies of foreign credential evaluation of highest degree by a member of [NACES](#) or [AICE](#) (N/A if degree is from U.S.)
- 3 copies of updated curriculum vitae, including publications list

If the person is currently in the U.S., also provide the following:

- 1 copy of current [entry visa](#) in passport (N/A for Canadians)
- 1 copy of admission stamp and notations from last U.S. entry
- 3 copies of I-94 record ([card](#) issued at last U.S. entry OR [printout](#) from [U.S. CBP's website](#))
- 3 copies of the following documents, as applicable:
 - If currently in H, O, TN, or other work status: All previous [I-797 approval notices](#)
 - If currently in F status: Current [Form I-20](#) AND [Employment Authorization Card](#) (if F-1 OPT)

If the person is currently &/or has ever previously been in J-1 or J-2 status, also provide the following:

- 3 copies of all previous [DS-2019s](#), IAP-66s, and/or J [entry visas](#) in passport
- 3 copies of [USCIS waiver approval notice](#) &/or [DOS waiver recommendation](#) (if subject to [212\(e\) residence requirement](#))

If family members are changing to/extending TD status (see page 2 of [TN Info Form](#)), also provide the following:

- 1 completed [Form I-539 application](#)
- 1 copy of each dependent's current [visa](#) in passport (if applicable)
- 1 copy of each dependent's admission stamp and notations from last U.S. entry
- 3 copies of each dependent's I-94 record ([card](#) issued at last U.S. entry OR [printout](#) from [U.S. CBP's website](#))
- 3 copies of each dependent's [I-797 approval notices](#) and/or current [Form I-20](#) (as applicable)
- 3 copies of all previous [DS-2019s](#), IAP-66s, &/or J [entry visas](#) for each dependent who has ever been a J-1 or J-2
- 3 copies of each dependent's [passport biodata and expiration page\(s\)](#)
- 3 copies of spouse's marriage certificate / family register showing marital relationship
- 3 copies of each child's birth certificate / family register showing parental relationship

UH departments submitting TN requests must comply with University policies and procedures and with U.S. laws, regulations, and policies. Signatures below indicate the department's recognition of these responsibilities.

Dept Chair's signature: _____ Name: _____ Date: _____

Dean/Dir's signature: _____ Name: _____ Date: _____

Contact's name (AO/PO): _____ Email: _____ Phone: _____