

12. Specify degrees held, name of school, country where school is located, and year degrees were awarded.

Degree	Field Degree Is In	Name of school	Country where school is located	Year degree was awarded

13. Mailing address outside of the U.S. (At least one complete foreign address is required. Use a relative's address if necessary.)

Telephone number with country code

Fax number with country code

E-mail address

14. Provide a complete name, address, telephone, fax number and/or e-mail address for a person to contact in case of an emergency.

Name

Relationship to TN employee

Language spoken

Telephone number with country code

Fax number with country code

E-mail address

15. Provide a complete United States home address, if known. If not, give address to the Office of Immigration Services after arrival in the U.S. Do not give your laboratory or office number.

Telephone number

Fax number

E-mail address

16. Provide a complete history of your visits to the United States for the past 10 years. List dates of stay, the types of visas you used to enter the United States, and length of each stay.

Type of Visa	Arrival Date in U.S.	Departure Date from U.S.

17. Are you physically located in: ☐ United States ☐ Other-- please specify country: _____

18. Are you requesting: ☐ an extension of current nonimmigrant status, which is _____

☐ a change of nonimmigrant status from _____ to _____

19. Have you ever been in the J-1 or J-2 nonimmigrant status? ☐ Yes ☐ No

If yes, list dates of stay in the United States while in J-1 or J-2 nonimmigrant status and the J-1 category:

☐ student ☐ research scholar ☐ professor ☐ short-term-scholar ☐ Trainee ☐ Medical Trainee ☐ J-2 Dependent

☐ Other - specify: _____

20. Were you subject to the two-year home residency requirement? ☐ Yes ☐ No
If yes, how did you fulfill the two-year home residency requirement?

21. Have you ever applied for a waiver of the two-year home residence requirement associated with the J status?

☐ Yes ☐ No If yes, was it approved? ☐ Yes ☐ No ☐ Pending

22. If in the United States, indicate current nonimmigrant status and expiration date:

23. If in the United States, indicate last date of entry and port of entry:

23a. I-94 Card Number: _____

24. Indicate the following relatives who are permanent residents or citizens of the United States:

- ☐ spouse ☐ parent ☐ child, specify age _____ ☐ not applicable
☐ person you are engaged to be married to

If engaged to a United States citizen, indicate date of the pending marriage: _____

25. Have you ever filed, or has anyone ever filed for you, any forms, petitions, and applications or labor certification for lawful permanent residence at a US Immigration Office in the US or at a US Embassy or Consulate outside the U.S.? ☐ Yes ☐ No If yes, please provide details: _____

26. Has any U.S. visa application of any kind filed by you, or for you, ever been denied? ☐ Yes ☐ No

If yes, please provide details and location of US Consulate/Embassy:

27. Are you, or any family members who will be accompanying you, currently in U.S. exclusion or deportation proceedings?

☐ Yes ☐ No If yes, please provide details:

28. If you have a US Social Security number enter it here: - -

29. My spouse and/or children:

- ☐ will accompany me to the University of Rochester and travel at the same time as me
☐ will accompany me to the University of Rochester and travel separately from me
☐ will remain outside of the United States
☐ currently reside with me in the United States
☐ My spouse/child are not in a dependent status and are in their own status which is:

☐ other - please explain: _____

NOTE: Please complete the ISO's **Family Member Information** form for spouse and/or children, single and under 21 years of age.

30. List names, ages, and current non-immigrant statuses of all accompanying family members.

31. If you are currently in the U.S. and are filing for a change of status to TN or an extension of TN status, please list any intended travel dates outside the US over the next six months.

Note: an TN or H-4 nonimmigrant should not travel outside the US while his or her petition is pending with USCIS.

32. Please list any other information the University of Rochester needs to know in order to process your TN paperwork.

33. Are you currently working with an immigration attorney on permanent residence? ☐ Yes ☐ No

If yes, what type of petition are you filing? _____

33a. If an I-140 and/or I-485 have been filed, please provide the date of filing and the status of the case.

*** Please notify your attorney that any employer (U of R) sponsored I-140 petitions must be signed by Kathleen L. Strout or Janet R. Connor of the ISO.**

The applicant for the TN non-immigrant status must read and sign the following.

The information given on this request form and on any attached sheet(s) is true, correct, and complete according to my best information. I have read the attached information sheets and will comply with the TN nonimmigrant status regulations and maintain at all times, for myself and any accompanying family members, during my stay in the United States, the required health insurance, medical evacuation insurance, and repatriation of remains insurance.

Signature

Date

Printed name

Please return paperwork printed **single-sided only**, not double-sided

**Return this form, along with any Family Member Information forms, if applicable,
to your University of Rochester Hiring Department**

The hiring department will forward this form to the International Services Office at the University of Rochester

"Copies of documents submitted are exact photocopies of unaltered documents and I understand that I may be required to submit original documents to an Immigration of Consular official at a later date."

Signature: _____

Typed or printed name: _____

Date: _____

Employee Documentation Required for TN Petition

Submit the following documentation, as it is applicable to the case, to your hiring department along with your TN Employee Questionnaire.

1. A photograph of the TN applicant and any accompanying family members with names printed on the back of the photograph(s). These photographs are for the University of Rochester immigration file and not USCIS. New photographs are not required for extensions filed by the University.
2. Last two months' pay statements, if currently employed in the U.S.
3. If in the US, copies of both sides of the I-94 card for the foreign national and all accompanying family members
4. If currently in the U.S., include a copy of applicable immigration documentation:
 - If in the **F-1** status: copies of all I-20s, F-1 student documentation
 - If in the **F-1** practical training status: copy of F-1 practical training employment authorization card and copies of all I-20s
 - If in the **F-2** status: copy of spouse's I-20(s) and F-2 dependent 1-20(s)
 - If in the **J-1** status: copy of all J-1 and J-2 DS-2019s and IAP-66s and the waiver of the two-year home residency requirement from USCIS, if applicable
 - If in the **J-1** Academic Training Status: copy of employment authorization letter from school of graduation and the waiver of two-year home residency requirement from USCIS, if applicable, and copies of all DS-2019s certificates.
 - If in the **J-2** status: copy of all of spouse's DS-2019s and the waiver of the two-year home residency requirement from USCIS, if applicable
 - If in the **TN status**: copy of all Form I-797 TN Approval Notices from the USCIS for present and past employers, if applicable
 - If in the **H-4 status**: copy of all of spouse's Form I-797 TN Approval Notices and H-4 Approval Notices from the USCIS
 - If in the **TN or TD** status: copy of all previous I-94 cards and letters supporting the TN or TD status
 - If in the **O-1 or O-3** status: copy of all Form I-797 O-1 and O-3 Approval Notices from the USCIS for present and past employers
5. If accompanied by spouse and or children: copies of marriage and birth certificates, translated into English.
6. Copies of degrees in both the original language and English are required by USCIS.
7. Credential Evaluation is required for degrees received outside the U.S. Credential evaluation means converting foreign academic credentials into their U.S. or Canadian educational equivalents. If your highest degree is from a U.S. School, then you do not need to have your degrees evaluated. One suggested credential evaluator is www.wes.org. However, you may use the credential evaluator of your choice, as long as they are a member of the Association of International Credential Evaluators ([AICE](#)) or the National Association of Credential Evaluation Services ([NACES](#))
8. Copy of current curriculum vitae or resume
9. Copy of identity and expiration pages of passport (for TN applicant and all accompanying family members.) The passport must be kept valid while in the U.S.
- 9.a. Copy of most recent visa sticker, if applicable