

TN Request Form

TN beneficiary: _____ Intended dates: _____ to _____

TN's email address: _____ Premium processing service? No Yes

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

Prepare and attach the following:

- 1 completed [TN Information Form](#)
- 1 completed [I-94 Record Retrieval Consent](#) (N/A for extensions & amendments)
- 1 copy of each job ad (if any): Work at UH, Star Advertiser, Chronicle of Higher Ed, etc.
- 1 copy of offer letter (N/A for extensions & amendments)
- 1 copy of PNF (if generated)
- 1 copy of updated curriculum vitae, including publications list
- 1 copy of [passport biodata and expiration page\(s\)](#)
- 1 original [employer's support letter](#)
- 1 copy of last 3 pay stubs (N/A for entry from abroad requests)
- 1 copy of transcript or diploma showing major/field for highest degree conferred
- 1 copy of foreign credential evaluation of highest degree by a member of [NACES](#) or [AICE](#) (N/A if degree is from U.S.)

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

- 1 copy of current [visa](#) in passport (N/A for Canadians)
- 1 copy of admission stamp and notations from last U.S. entry
- 1 copy of [I-94 record](#) from CBP's [website](#)
- 1 copy of the following documents, as applicable:
 - If currently in E, H, O, TN, or other work status: All previous [I-797A &/or I-797B approval notices](#)
 - If currently in J status: All previous Form [DS-2019s](#), IAP-66s, and/or J [visas](#) in passport (N/A for extensions & amendments) and USCIS waiver approval notice &/or DOS waiver recommendation letter (if subject to [2-yr residence requirement](#))
 - If currently in F status: Current [I-20](#) AND [EAD](#) (if on OPT)

If family members will change to or extend TD status in the U.S., also provide:

- 1 completed [Form I-539 application](#) with original signature
- 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
- 1 copy of each dependent's [I-94 record](#) from CBP's [website](#)
- 1 copy of each dependent's [I-797A/I-797B approval notices](#) and/or current [I-20](#) (as applicable)
- 1 copy of all previous [DS-2019s](#), IAP-66s, &/or J [visas](#) for each dependent who was ever a J-1 or J-2
- 1 copy of each dependent's [passport biodata and expiration page\(s\)](#)
- 1 copy of spouse's marriage certificate / family register with English [translation](#) (if applicable)
- 1 copy of each child's birth certificate / family register with English [translation](#) (if applicable)

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

HR specialist: _____ Email: _____ Phone: _____