

# TN Checklist and Compliance Form



EMORY  
UNIVERSITY

## International Student and Scholar Programs

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## Checklist of Required Supporting Documentation

(This is for quick reference. See instructions for important details on requirements for the documentation.)

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### Track One: TN entering from outside the U.S.

- Completed DRF request and signed compliance form
- This checklist
- TN Information Form
- Copy of passport identification page
- Professional license or certification (if applicable)
- Copy of diplomas and/or transcripts
- Draft of letter of employment, to be approved by ISSP

Email address to contact re: employment letter: \_\_\_\_\_

### Track Two: Extending or changing status to TN while in the U.S.

- Completed DRF request and signed compliance form
- This checklist
- TN Information Form
- Copy of passport identification page
- Professional license or certification (if applicable)
- Copy of diplomas and/or transcripts
- Letter addressed to ISSP from department or division head requesting the TN
- Copy of letter of appointment/employment contract
- Copy of diplomas and/or transcripts (*not required for extension requests*)
- Curriculum vita
- Fees, made payable to **Department of Homeland Security**
  - Prospective TN worker Form I-129 fee: \$320
  - Internal dept. account number to which FedEx charges will be billed: \_\_\_\_\_
- If change of status is needed:
  - Copy of current visa stamp
  - Copy of I-94 card
  - EAD card (if applicable)
  - Copy of all current and previous I-20s and/or DS-2019s
- If worker is in TN status:
  - Copy of all current and previous I-797s (Notice of Approval) (if applicable)
  - Copy of current visa stamp (Mexican Nationals only)
  - Copy of I-94 card

- If dependents are filing:
  - Form I-539 for first dependent, Supplement I for additional dependent
  - Copies of I-94 for each dependent
  - Copies of passport identification pages for each dependent
  - Copies of visa stamps for each dependent (if applicable)
  - Copies of I-20s, DS-2019s, and/or I-797s for each dependent, as applicable
  - Filing fee of \$300 (will cover all dependents that are filing)

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## Additional Information

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- In the filing of any TN petition, U.S. Citizenship and Immigration Services could require that the prospective TN employee leave the U.S. and apply for an TN visa stamp in their passport in order to reenter the country in TN non-immigrant status. If the person is NOT a Canadian citizen, please provide the city and country of the U.S. consulate at which the prospective TN employee will apply for the visa:

City (outside the U.S.) \_\_\_\_\_ Country \_\_\_\_\_

If the person is a Canadian citizen, please provide either the pre-flight inspection center or the port of entry information through which the prospective TN employee will be applying for TN admission to the U.S.:

Preflight Inspection Center (Canadian city) \_\_\_\_\_

Port of Entry City (in the U.S.): \_\_\_\_\_ State (in the U.S.) \_\_\_\_\_

- If the prospective employee is not currently in TN status, has this person:
  - Ever been given the TN classification? No \_\_\_ Yes \_\_\_ (if yes, explain on separate page)
  - Ever been denied the TN classification? No \_\_\_ Yes \_\_\_ (if yes, explain on a separate page)

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## Compliance Form

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**Please initial each statement and sign the form to indicate your understanding and agreement.  
Contact ISSP with any questions.**

\_\_\_\_\_ The prospective employee and the department understand that the employee may not receive payment from any source other than the Emory University payroll, unless the person is part-time and another employer has an approved TN petition for employment of the person.

\_\_\_\_\_ The prospective employee understands that his/her spouse and children cannot be employed in any capacity as long as they are his/her dependents in TN non-immigrant status?

\_\_\_\_\_ For persons not currently in TN non-immigrant status, the department understands that the prospective employee may not be employed by Emory until the TN petition is approved (unless the person is already in a valid status that allows employment at Emory).

\_\_\_\_\_ The department understands that ISSP must be notified **before** any promotion or lateral transfer can be effected.

\_\_\_\_\_  
Departmental Supervisor of Prospective Employee

\_\_\_\_\_  
Date