

# TN Request Procedure and Documentation Details



EMORY  
UNIVERSITY

## International Student and Scholar Programs

North Decatur Building Suite 130 • Emory University • Atlanta, GA 30322  
Tel: (404) 727-3300 • Fax: (404) 727-0830 • <http://www.emory.edu/ISSP>

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## Methods of Obtaining TN Status

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There are two tracks available to apply for TN status:

1. Apply **outside** the U.S. at the consulate/port of entry/preflight inspection center.
2. Apply **inside** the U.S. to change status to TN or to extend an existing TN status.

Please choose the appropriate track and follow the instructions accordingly.

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## Track One: Applying Outside the U.S.

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### 1. Fill out and submit Peoplesoft DRF request.

- Obtain access to the ISSP functions in Peoplesoft. Navigate to <http://emory.hr.emory.edu/eu/managerstoolkit/index.html>, click on “HR Data Access Requests”, and follow the instructions. Be sure to check “ISSP functions” on the list. (note: this must be done by the department representative. The TN may not access the ISSP section of Peoplesoft.)
- Download instructional Powerpoint presentation at <http://www.emory.edu/ISSP/admins/h1b/new.html>.
- Access Peoplesoft at <https://psofthr.cc.emory.edu> and log in using your assigned log-in and password
- Complete the on-line request form according to the instruction manual (item 2), for prospective/continuing employees in H-1B1, TN, or O-1 status.
- Print out a copy of the online request form after electronic submission, and collect **appropriate signatures on the form, to include:**
  - Departmental Supervisor of Prospective TN Employee
  - Departmental Chair
  - Medical School only: Dean’s Designee (Shelle Bryant)
- Submit print out of electronic submission with signatures together with supporting documentation listed below to ISSP (North Decatur Building, Suite 130)

### 2. Gather copies of required documentation.

- **Passport ID page** evidencing Mexican or Canadian citizenship
- **Professional license or certification** (if applicable)
- **Evidence of academic qualifications**, i.e., diploma (copy and original)
- **TN Information Form** completed by the foreign national

### 3. Draft employment letter. The letter should include the following:

- Exact Job Title and corresponding profession it relates to as listed on the Approved list of TN Professions. (The list is found at [http://www.nafta-sec-alena.org/DefaultSite/index\\_e.aspx?DetailID=167#Ap1603.D.1](http://www.nafta-sec-alena.org/DefaultSite/index_e.aspx?DetailID=167#Ap1603.D.1));
- Detailed description of job duties;
- Rate of Pay, including benefits and any potential bonuses;
- How long services are required, not to exceed one year, with statement that employment is temporary;
- Hours projected to work (i.e. 40 hours/week)

- Background on institution, establishing that Emory University is an existing institution, to include how long the institution has been in existence (e.g. since 1915), number of current employees (e.g. 16,837), and projected yearly gross income (e.g. \$2.1 billion).
4. **Submit all documentation to ISSP, along with checklist and compliance form.** ISSP will review the materials and the letter. Please do **NOT** send the letter to the employee until it has been reviewed and approved by ISSP. Once approved, the letter with revisions if applicable should be sent to prospective TN, who will then either apply for entry in TN status at preflight inspections or port of entry if Canadian National, or apply for a TN visa stamp at a U.S. Consulate if a Mexican National and then enter the U.S. in TN status.

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## Track Two: Applying Inside the U.S.

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### 1. Fill out and submit Peoplesoft DRF request.

- Obtain access to the ISSP functions in Peoplesoft. Navigate to <http://emory.hr.emory.edu/eu/managerstoolkit/index.html>, click on “HR Data Access Requests”, and follow the instructions. Be sure to check “ISSP functions” on the list. (note: this must be done by the department representative. The TN may not access the ISSP section of Peoplesoft.)
- Download instructional Powerpoint presentation at <http://www.emory.edu/ISSP/admins/h1b/new.html>.
- Access Peoplesoft at <https://psofthr.cc.emory.edu> and log in using your assigned log-in and password
- Complete the on-line request form according to the instruction manual (item 2), for prospective/continuing employees in H-1B1, TN, or O-1 status.
- Print out a copy of the online request form after electronic submission, and collect **appropriate signatures on the form, to include:**
  - **Departmental Supervisor of Prospective TN Employee**
  - **Departmental Chair**
  - **Medical School only: Dean’s Designee (Shelle Bryant)**
- Submit print out of electronic submission with signatures together with supporting documentation listed below to ISSP (North Decatur Building, Suite 130)

### 2. Gather copies of required documentation.

- **Letter** addressed to International Student and Scholar Programs from the department or division head or his/her designee providing:
  - the actual job title, also include exact profession as indicated in the list of Recognized TN Professions (The list is found at [http://www.nafta-sec-alena.org/DefaultSite/index\\_e.aspx?DetailID=167#Ap1603.D.1](http://www.nafta-sec-alena.org/DefaultSite/index_e.aspx?DetailID=167#Ap1603.D.1)); description of job duties, qualifications required for the position, dates of employment (not to exceed one year), and salary
  - licensure requirements for state or locality; or if no license is required, the non-existence of such requirements,
  - an affirmation of the temporariness of the employment.
- **Copy of letter of appointment**, written contracts, or summaries of oral contracts between the department and the worker.
- **Copy of diplomas and/or transcripts.** Documents not in English must be translated by someone competent to do so. Foreign credentials must be evaluated by a recognized credentials evaluation service to demonstrate that a foreign degree is equivalent to its U.S. counterpart (see <http://www.emory.edu/ISSP/scholars/j1/credential.htm> for a list of credentials evaluators).
- **Copy of license(s) or certification(s)**, if applicable to the profession

- **Copy of two or three letters** from former employers or training program directors detailing professional training and experience.
- **Reprints** of up to three published research articles, if applicable.
- **Curriculum vita or resume:** must include the following information: (vitae and resumes without this information will be returned)
  - current address, address outside the U.S. (this must be a valid mailing address to be used by a U.S. Consulate to notify the Mexican national to schedule the processing of the TN visa stamp, or the USBCP preflight inspections or port of entry official to appear for TN processing), date of birth, province/country of birth, country of citizenship;
  - statement of work history for the past six years (name of employer, location of employment, dates of employment, immigration classification while employed if inside the U.S.);
  - list of publications
- **TN Information Form** completed by the foreign national
- **Fees:** Fees may be paid via check or money order, payable to **Department of Homeland Security**. For money order or departmental check requests, the address is: **Department of Homeland Security - USCIS**, Vermont Service Center, 75 Lower Weldon Street, St. Albans, VT 05479.

**ENCLOSE CHECK OR MONEY ORDER WITH SUPPORTING DOCUMENTS. DO NOT MAIL IT TO USCIS.** Separate checks/money orders are required for each fee.

- TN worker Form I-129 fee: \$320
- Dependents Form I-539 fee: \$300 (flat fee regardless of number of dependents; no fee required for dependents outside the U.S.)
- **If change of status is needed:**
  - Copy of current visa stamp
  - Copy of I-94 card (front and back)
  - Employment authorization card (if applicable)
  - Copy of **all** current and previous I-20s and/or DS-2019s
  - Be certain that the copies are dark enough to visibly show the red entrance date stamps and other notations added to the documents by federal officials.
- **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 (front and back)
  - Copy of **all** previous I-20s and/or DS-2019s (if applicable)
  - Be certain that the copies are dark enough to visibly show the red entrance date stamps and other notations added to the documents by federal officials.
- **If dependents are filing:**
  - Form I-539 for first dependent, Supplement I for additional dependent
  - Copies of I-94 for each dependent (front and back)
  - Copies of passport identification pages for each dependent – must include same information as that required for the TN employee
  - Copies of visa stamps for each dependent (if applicable)
  - Copies of I-20s, DS-2019s, and/or I-797s for each dependent, as applicable
  - **Dependents outside the U.S. need not complete Form I-539.**

### **3. Submit all documentation to ISSP, along with checklist and compliance form.**