

# TN Checklist for Travel Outside the U.S.



EMORY  
UNIVERSITY

## International Student and Scholar Programs

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## Required Documents for TN Employee

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**NOTE: Upon return to the U.S., please return the original top portion of the I-797 approval notice (if applicable) to the ISSP office and provide the original I-94 and passport so that ISSP staff can photocopy the I-94 and the new visa stamp page (if one was obtained during travel outside the U.S.).**

- Mexican Citizens:** Valid passport with valid TN visa stamp. If visa stamp is no longer valid, then TN employee must apply for a TN visa stamp before re-entering the U.S.
- Canadian Citizens:** Valid passport.
- Original top portion and bottom portion of I-797 approval notice (if applicable)
- 2 photocopies of entire I-797 approval notice (if applicable)
- Copy of the I-129 petition (if applicable)
- Past three months' payroll deposit advice.
- Letter(s) of support from TN's department. You will need one letter to the Customs and Border Protection to use upon re-entry to the U.S. **If you are a Mexican citizen and will be applying for a TN visa stamp, you will need a second letter for the U.S. Consulate.** The letters should state the following:
  - Exact Job Title and corresponding profession it relates to as listed on the Approved list of TN Professions;
  - 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. 14, 954), and projected yearly gross income (e.g. \$712 Million).
  - **(In letter for U.S. Consulate if applying for TN visa stamp state the following):**
    - Kindly issue (Name of TN employee) a TN visa stamp so that (he/she) may return to the U.S. to resume (his/her) research.
  - **(In letter for Customs and Border Protection upon re-entry to U.S. state the following):**
    - Kindly allow (Name of TN employee) to re-enter the U.S. in TN status so that (he/she) may resume (his/her) research.

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## **TD Dependent traveling outside U.S. without TN Employee**

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**NOTE:** Upon return to the U.S., please return the original top portion of the I-797 approval notice for TN primary to the ISSP office.

- Mexican Citizens:** Valid passport with valid TD visa stamp. If visa stamp is no longer valid, then TD dependent must apply for an TD visa stamp before re-entering the U.S.
- Canadian Citizens:** Valid passport. (And valid visa stamp if dependent is a landed immigrant of Canada and not a Canadian national)
- Original top and bottom portion of I-797 approval notice for TN (if applicable), and original I-797 approval notice for TD status if TD status was granted while inside the U.S.
- 2 photocopies of I-797 approval notice of TN (if applicable)
- Letter from department certifying the position title, salary and current employment of the TN employee, and certifying that the TN will remain employed until (end date on I-797 approval notice for TN).
- Document certifying relationship to TN (marriage license for spouse or birth certificate for children)