

TN Submission Checklist

International Student and Scholar Services

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Checklist of Required Supporting Documentation - Departments

Please note: This checklist is not intended to be a complete summary of the TN request process. It simply details the documents required to complete the request. Please visit the ISSS website for instructions on the TN request process.

All documentation is now submitted electronically through the ISSS Link system. The only hard copies that will be submitted to ISSS will be the checks for the filing fees, if applicable.

The following documents will need to be scanned and uploaded **by the department** during the ISSS Link request process. Each document must be scanned and saved as a separate file. All documents must be in pdf or jpg format.

- ☐ **Offer letter to the employee. This letter must be submitted via email to your ISSS advisor for approval prior to beginning the ISSS Link process.** The letter must contain the following information:
 - 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/en/view.aspx?x=343&mtpilID=147#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 three years, 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. 27,747), and projected yearly gross income (e.g. \$3.3 billion).
 - Email address to contact re: employment letter
- ☐ **Letter addressed to ISSS from department or division head requesting the TN.** The letter should include:
 - Position title
 - Salary
 - Dates of intended employment
 - Detailed description of duties worker will perform and qualifications required for the position
 - Detailed description of how worker's credentials relate to the position
- ☐ **Copy of reference letters (not required for extension requests):** Two or three letters stating the scholar's qualifications and expertise. Can be addressed to ISSS or can be the original letters written to obtain the position. All letters must be scanned into one file.
- ☐ **If the position falls under the "Medical/Allied Professional" section of the NAFTA list,** you must indicate whether the state of Georgia requires a specific certificate or license

Checklist of Required Supporting Documentation – Employees

The following documents will need to be scanned and uploaded **by the employee** during the ISSS Link request process. Each document must be scanned and saved as a separate file. All documents must be in pdf or jpg format.

- ☐ **Copy of passport identification page:** Page must include the full name, dates of issue and expiry, country of citizenship, and photo.
- ☐ **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, **please separate documents into one file for all I-20s and one for all DS-2019s, if applicable.**
 - Be certain that the copies show any notations added to the documents by federal officials.
- ☐ **If worker is in TN status:**
 - Copy of **all** current and previous I-797 Notice of Approvals (if applicable), **must be in one file**
 - Copy of current visa stamp (For Mexican Nationals ONLY)
 - Copy of I-94 card (front and back), **must be in one file**
 - Copy of **all** previous I-20s and/or DS-2019s (if applicable), **must be in one file**
 - Copies of pay stubs from current employer for the past three months, or departmental letter confirming TN employment, **must be in one file**
 - Be certain that the copies show any notations added to the documents by federal officials.
- ☐ **Copy of diplomas:** 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 the ISSS website for a list of credentials evaluators)
- ☐ **Copy of transcripts:** Required for all degrees earned in the United States.
- ☐ **Title/Author page of up to three published articles, if applicable (all in one document, not required for extension requests)**
- ☐ **Curriculum vita:** Must be up-to-date at time of filing and should include the following information:
 - Current residential address
 - Address outside the U.S. (this must be a valid mailing address to be used by a U.S. Consulate to notify the worker to schedule the processing of the TN visa stamp)
 - Date of birth
 - 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, presentations, awards, and membership in societies
- ☐ **If dependents are filing (each dependent must have their own copy of their documents, as they will be submitted individually). Dependents outside the U.S. at the time of application need not submit this information:**
 - 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
 - Copies of I-20s, DS-2019s, and/or I-797s for each dependent, as applicable
 - Form I-539 must be completed and signed in blue ink by the dependent (additional dependents can be added to the form). This form must be submitted to the ISSS office along with a check for the filing fee.

Printable Compliance Form and Filing Fees

The filing fees are the only documents that must be submitted in paper form to ISSS.

Steps to Complete Compliance Form:

- ☐ Department administrator begins the electronic compliance form in ISSS Link. An email will be sent to the supervisor requesting that they complete their portion of the compliance form.
- ☐ The supervisor completes the electronic compliance form. The administrator will receive an email when this is complete (see ISSS Link training for more details).
- ☐ The administrator emails isslink@emory.edu to request the printable form. The form will be sent via email for printing and signature.
- ☐ The department chair (and Dean's Designee, if in the school of medicine) signs the printable form.
- ☐ The form is scanned and emailed to isslink@emory.edu.

A detailed compliance form procedure is outlined in the ISSS Link training guide (see slide 29 for the section; the same procedure applies to TNs as for H-1Bs and J-1s).

Filing Fees:

Filing fees are only necessary if the employee will not leave the United States prior to beginning employment in TN status. Fees may be paid via check, payable to **Department of Homeland Security**. For departmental check requests, the address is: **Department of Homeland Security - USCIS**, Vermont Service Center, 75 Lower Welden Street, St. Albans, VT 05479-0001.

ENCLOSE CHECK OR MONEY ORDER FOR EACH FEE. DO NOT MAIL FEES TO USCIS.

- ☐ Prospective TN worker Form I-129 fee: \$325 (Required for ALL TN filings and must be paid BY THE DEPARTMENT.)
- ☐ Dependents Form I-539 fee: \$290 (flat fee regardless of number of dependents; no I-539 need be filed for dependents outside the U.S.)
- ☐ Optional Premium Processing Fee: \$1225 (this fee is in addition to the normal processing fee of \$325 and must be issued as a separate check. Must be paid by department if business necessity requires expedited processing.)

All TN petitions are sent via Federal Express for tracking purposes. You **MUST** provide the SmartKey Account number in the ISSS Link request so that the FedEx charges are routed to the proper account.