TN Employee
Statement of Understanding
International Student and Scholar Services

Maintaining TN Status

Maintaining legal status in the United States is critical, and it is your responsibility. Please comply fully with the following guidelines. Otherwise, you could lose your immigration status.

Contact information: Keep your personal information up to date at all times. If your legal name, address, email, or phone number changes, report the change within 10 calendar days. Go to emory.edu/isss for instructions.

Immigration documents: Maintain valid immigration documents for yourself and your TD dependents at all times. This includes passports, I-797s (if you have one), and I-94 records. Log in to ISSS Link to report any updates to immigration documents.

Rules and regulations: Follow all rules and regulations governing your TN status. This includes all federal, state, and local laws, as well as Emory University policies. You are also required to file tax documents by April 15 every year. Contact Mary Andrews in the Controller’s office at mary.e.andrews@emory.edu with any tax questions.

Employment Changes

Any changes in your employment—such as switching departments, getting a promotion, changing from full time to part time, or new work site or position duties—must be approved in advance by ISSS, and oftentimes USCIS. Please take special note of the following:

Appropriate TN activities: TN status is employer- and job-specific. Make an appointment with your ISSS advisor before changing your position or starting concurrent employment to make sure you don’t violate your TN status.

Extensions: If your department is willing to sponsor you, you can apply for an extension either by returning to Canada or Mexico or applying from within the US. You can get extensions in 3-year increments, and technically there is no maximum length of stay. However, be careful if you are pursuing a stay of longer than 6 years. If you would like to extend your TN status from within the US, please discuss the extension with your supervisor at least 6 months before your current TN status expires.

Travel

Travel checklist: Review the travel checklist on the ISSS website before traveling outside the US, and make plans as far in advance as possible.

Domestic travel: You do not need authorization from ISSS to travel within the US, but we recommend that you carry your passport, I-797 approval notice (if you have one), and I-94 information with you, particularly when traveling through airports and outside Atlanta.

Travel outside the US: Contact your ISSS advisor at least 2 weeks beforehand for travel advising and review the travel checklist at emory.edu/isss. When you return to the US, upload copies of any new immigration documents to ISSS Link.
**TD Dependents**

**Employment**: TD spouses and dependents are not eligible to work in the US.

**Study**: TD dependents can study in the US as long as it is not the primary reason they are here.

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**End of Employment**

**Exit survey**: Please complete an international scholar exit survey on ISSS’s website.

**Leaving Emory early**: If you are leaving Emory before your original end date for any reason, please let your ISSS advisor know so that we can work with your department to ensure appropriate e-form completion.

**Grace period**: TN employees don’t get a grace period, so you should leave on your TN I-94 end date or your employment end date, whichever is earlier.

**Change of immigration status**: Contact ISSS if you are interested in applying for a different immigration status.

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**Scholar Signature**

ISSS will notify scholars concerning changes in laws, rules, regulations, and procedures that may impact your non-immigrant status, your ability to apply for certain benefits, or other relevant announcements during your time in the US. You may also monitor important announcements on ISSS’s website (emory.edu/isss).

I have read the above information about maintaining my legal status in the United States and I understand that I must comply fully with these regulations in order to remain in legal status. I further understand that this information is not exhaustive and that I should direct any additional questions or concerns about my legal status to an ISSS advisor.

PRINT NAME__________________________________________ SIGNATURE_________________________________

TODAY’S DATE____________________________________________

Month / Day / Year