

## Department Request Form for TN Status

Please complete this form and **e-mail** with requested documents to your international scholar advisor at the OISS for review, **before obtaining signatures**.

| Section 1: Employee Information                                                                                                                          |                                                  |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------|
| Employee Name                                                                                                                                            | Family                                           | Given Middle |
| Type of Petition                                                                                                                                         |                                                  |              |
| Requested Start Date                                                                                                                                     | Requested End Date                               |              |
| Section 2: Department and Contact Information                                                                                                            |                                                  |              |
| Department                                                                                                                                               |                                                  |              |
| Contact Person                                                                                                                                           | Email                                            |              |
| Campus Box                                                                                                                                               | Dept FedEx #                                     |              |
| Section 3: Position Information                                                                                                                          |                                                  |              |
| Job Title                                                                                                                                                |                                                  |              |
| If faculty, identify track                                                                                                                               | If Post-doctoral, when will it end?              |              |
| Supervisor Name                                                                                                                                          | Supervisor Title                                 |              |
| Salary per year                                                                                                                                          | If less than full-time, number of hours per week |              |
| Is there a possibility of additional support/funding for additional activities<br>(i.e. bonuses, faculty summer support, summer teaching/research, etc.) |                                                  |              |
| If yes, please describe                                                                                                                                  |                                                  |              |
| Eligible Benefits Package                                                                                                                                |                                                  |              |
| Section 4: Qualifications                                                                                                                                |                                                  |              |
| Minimum Degree Required                                                                                                                                  |                                                  |              |
| Required Field(s) of Study                                                                                                                               |                                                  |              |
| Is Work Experience Required?                                                                                                                             | If yes, how much?                                |              |
| Describe Experience                                                                                                                                      |                                                  |              |
| Is Training Required?                                                                                                                                    | If yes, how much?                                |              |
| Describe Training<br>(i.e. postdoctoral, clinical, other)                                                                                                |                                                  |              |
| Is any Licensure Required?                                                                                                                               | If yes, please describe                          |              |

**Department Request Form for TN Status****Section 5: Description of Job Duties and Responsibilities****Be sure to write for an audience that does not have a background in the specialty field.****If additional space is needed, you may attach a separate sheet.**

Describe the focus of the department or laboratory. If the focus involves research, describe the type of research conducted in the laboratory. If the research will contribute to a better understanding or knowledge of human health and/or disease, identify how.

Outline the specific duties of the TN employee on a day-to-day basis. If he or she is working in a research laboratory, state the research techniques utilized in the research project. If there are any teaching duties, please indicate that.

How does the academic degree prepare this prospective TN for the specialty occupation? That is, how are the coursework and dissertation/thesis research tied to what the TN employee will be doing in this position?