

MEMO

To: Prospective TN Employee

From: Office for International Students and Scholars

Re: TN Petition for Canadian Citizens

TN Prospective Employee Information Form

Please complete the two-page TN Prospective Employee Information Form and send the signed original to your department contact.

There is a checklist of required documentation at the bottom of the form. Please scan and email copies of the documents to your department contact. Please note that OISS may ask you for additional documentation, and this documentation may be included in the final TN application.

Copy of CV or Resume

Please carefully review the employment dates on your CV or resume prior to sending it to your department contact. In order to avoid having to explain and correct mistakes in connection with any future immigration-related filings, the dates should be consistent with all authorized periods of employment.

What is TN Status?

The TN status was developed as part of the North American Free Trade Agreement (NAFTA), to facilitate the entry of Canadian and Mexican citizens into the United States to engage in professional business activities on a temporary basis.

Only occupations listed in the NAFTA agreement are eligible for TN status. Occupations used at Washington University include biologist, university teacher, and research assistant, among others.

The period of initial status and extensions can be up to 3 years. There is no limit on the number of extensions allowed, but the employee still needs to show nonimmigrant intent.

Prospective TNs and their departments need to confer with the OISS prior to beginning the initial visa process or requesting extensions.

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Section 1: Personal Information			
Passport Name	Family	Given	Middle
Any/All Other Names Used	Include nicknames, aliases, maiden names and names from previous marriages		
Date of Birth	MM/DD/YYYY	U.S. Social Security Number	If none, leave blank
City/Province of Birth		Country of Birth	
Country of Citizenship		Country of Legal Permanent Residence *	
If your country of citizenship and permanent residence are different, in which did you most recently reside?			
<i>*"Permanent residence" means that you have the right to live and work in a country indefinitely. Not the U.S.</i>			
Section 2: Address Information			
Foreign Permanent Address			
Street Address			
City		Region/Province/State	
Postal Code		Country	
U.S. Home Address, if you are currently in the United States			
Street Number and Name		Apartment Number	
City	State	Zip Code	
Section 3: Washington University Appointment Information			
What is your highest academic degree?	Degree level and field of study		
What institution awarded the degree?			
Please list current phone number and email to be used if OISS needs further information or documentation	Phone:		
	Email:		
Section 4: U.S. Immigration Information			
4a: Current Immigration Status			
Complete this section only if you are <i>currently</i> in the United States.			
Current non-immigrant status (ex. F-1 OPT, J-1, H-1B, etc.)			
Current non-immigrant status expiration date. If on F-1 OPT, indicate EAD end date	MM/DD/YYYY		
If currently employed in the U.S. indicate your expected last date of employment	MM/DD/YYYY		
Date of most recent arrival on U.S. Form I-94 (paper card or record from I-94/CBP.gov)	MM/DD/YYYY		
List any international travel plans before you begin at WashU	from MM/DD/YYYY	to MM/DD/YYYY	
	from MM/DD/YYYY	to MM/DD/YYYY	
Travel destination(s)			

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Section 4b: U.S. Immigration History			
Indicate if you have ever had or been denied the following statuses and if so, the dates you held the status or date of the denial			
Non-immigrant status	Name of sponsor or employer	Dates of stay/program MM/DD/YYYY to MM/DD/YYYY	
F-1 or F-2 , including OPT			
		from MM/DD/YYYY	to MM/DD/YYYY
J-1 or J-2			
J Category (DS-2019 Box 4, ex.		from MM/DD/YYYY	to MM/DD/YYYY
J Category (DS-2019 Box 4, ex.		from MM/DD/YYYY	to MM/DD/YYYY
If you previously held J-1 status, were you ever subject to 212e? This is the two-year home residence requirement. (Your J-1/J-2 visa and/or DS-2019 will have an annotation.)			
If Yes above, have you waived or fulfilled the requirement?			
E-3, H-1B, L-1, O-1, TN, Other			
		from MM/DD/YYYY	to MM/DD/YYYY
		from MM/DD/YYYY	to MM/DD/YYYY
		from MM/DD/YYYY	to MM/DD/YYYY
Section 4c: Other Immigration Details			
Has an immigrant (Form I-140) or alien relative (Form I-130) petition for permanent residence ("green card") ever been filed on your behalf?			
Have you ever filed for an adjustment of status (Form I-485)?			
At which port will you be entering the U.S.?			
Are you in exclusion or deportation proceedings?			
Section 5: Dependent Information			
Do you have any dependents that will file for TD status with this petition?		If yes, how many?	
If no dependents will be included, you may skip this section.			
List any international travel plans for your dependents before you begin at WashU		from MM/DD/YYYY	to MM/DD/YYYY
		from MM/DD/YYYY	to MM/DD/YYYY
Travel destination(s)			
Has an immigrant (Form I-140) or alien relative (Form I-130) petition for permanent residence ("green card") ever been filed for any dependents? If yes,			
Do you have any special circumstances regarding your family members? For example, are you engaged or expecting a child? If so, describe your situation with as many details as possible:			

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Dependents are a spouse and children, under age 21, who are not U.S. citizens. If you have more than two children who require immigration assistance, copy the next page as needed. Enter names as they appear in the passport. Country of permanent residence means that one has the right to live and work in the country indefinitely.

Spouse

Last/Family Name(s)	Gender	
First/Given Name(s)	Date of Birth	MM/DD/YYYY
City of Birth	Country of Citizenship	
Country of Birth	Country of Permanent Residence	

Child 1

Last/Family Name(s)	Gender	
First/Given Name(s)	Date of Birth	MM/DD/YYYY
City of Birth	Country of Citizenship	
Country of Birth	Country of Permanent Residence	

Child 2

Last/Family Name(s)	Gender	
First/Given Name(s)	Date of Birth	MM/DD/YYYY
City of Birth	Country of Citizenship	
Country of Birth	Country of Permanent Residence	

I confirm that all information entered above is true and accurate.

(Signature)

(Date)

Please scan and email copies of the following to your department contact:

- ☐ Copy of CV or resume
- ☐ Copy of passport bio page
- ☐ Copy of most recent I-94 card (front and back)
- ☐ Copies of current visa documents
- ☐ Copies of all previous DS-2019s, if ever held J status
- ☐ Copies of all previous I-797 approval notices
- ☐ Copies of I-140 & I-485 receipt/approval notices
- ☐ Copies of diploma, transcripts, degree equivalency report (if degree was earned outside of the U.S.)
(degree info is required if this is the first TN application filed by OISS)

If you have dependents filing for TD status, please include:

- ☐ Completed original I-539 form
- ☐ \$290 filing fee
- ☐ Copies of dependent(s) passport bio page
- ☐ Copies of most recent I-94 card
- ☐ Proof of relationship