

UCSC International Scholar and Student Services (ISSS)
107 Classroom Unit, University of California
Santa Cruz, CA 95064, U.S.A.
Tel: 831-459-3550, Fax: 831-459-3555
visa@ucsc.edu, <http://oie.ucsc.edu>

Request for TN Status for Canadian or Mexican Professionals

For (scholar name) _____

In general, use the J-1 Exchange Visitor visa for all nationalities including Canadian and Mexican citizens. Please consult with ISSS in individual cases for some Canadian or Mexican scholars who already hold TN status or have reached the limit of their J-1 status.

The TN classification was created under NAFTA for Canadian or Mexican citizens who will come to the U.S. as professionals to do research or teach in certain fields only (See NAFTA Professional Job Series List.) TN status is limited to one year, but it may be renewed annually indefinitely. Dependents of TN professionals are eligible for TD status. They may not be employed in the U.S. but may attend school full-time.

Please follow either Procedure #1 or #2 and forward to ISSS.

#1 Outside the U.S., for Canadians or Mexicans who are currently abroad or who will travel abroad and enter the U.S. before the beginning of UCSC employment (or extension of employment); or

#2 Within the U.S., for Canadians or Mexicans who are here and will remain here waiting for permission to begin or extend UCSC employment. Requests placed less than 4 months in advance may require that the TN scholar travel abroad and obtain TN status by entering the U.S.

PROCEDURE #1 - TN STATUS for A UCSC EMPLOYEE WHO WILL BE OUTSIDE U.S. BEFORE BEGINNING OR EXTENDING UCSC EMPLOYMENT:

For Procedure #1 please forward this **Request for TN Status for Canadians or Mexicans** with the following to ISSS at least one month before beginning of UCSC employment or extension of employment (check items included with this request below):

_____ISSS Visa Request form signed by Department Chair and Dean

_____Letter from Department Chair (original plus one copy stating the period of time of employment (dates cannot exceed one year), salary, brief description of responsibilities. For extensions of UCSC employment, please add a sentence confirming continued need for the employee's service. (sample department letter attached)

_____Curriculum Vitae

_____If department pays, please forward check for \$50 made out to U.S. Citizenship and Immigration Services. Otherwise scholar will pay at port of entry with personal funds.

ISSS will review, include instructions for scholar, and return items to the Dean's Office to be sent to scholar.

Canadians must present the Dept. Chair letter, CV, and check for \$50 along with proof of Canadian citizenship, and diploma (and professional license, if applicable), at the U.S. port of entry.

Mexicans must use the Dept. Chair letter, CV and their passport to apply for a TN visa at a U.S. consulate before entering the U.S. At the U.S. port of entry Mexicans must present their passport with TN visa, Dept. Chair letter, CV, check for \$50, and diploma (and professional license, if applicable).

PROCEDURE #2 -TN STATUS FOR A UCSC EMPLOYEE WITHIN THE U.S.

Please forward to ISSS as early as possible (recommend at least four months in advance). Consult immediately with ISSS for alternatives if request is later. **Late requests will need to follow Procedure 1. Scholar will need to travel outside the U.S. since the USCIS takes several months to process within the U.S.**

_____ Faculty/Researcher Visa Request signed by Department Chair and Dean

_____ Letter from Department Chair (original plus one copy stating the period of time of employment (dates cannot exceed one year), salary, brief description of responsibilities. For extensions of UCSC employment, please add a sentence confirming continued need for the employee's service. (sample department letter attached)

_____ Copy of diploma (with certified translation if **not** in English and copy of transcript with field stated on it if field is **not** stated on the diploma)

_____ Curriculum Vitae

_____ Signed Scholar Document Certification of authenticity (attached)

_____ Signed Scholar Statement of Understanding that Requests placed less than 4 months in advance may require travel abroad to obtain TN status before begin date of employment at UCSC (attached)

Check for fee (contact ISSS for current amount) payable to U.S. Citizenship and Immigration Services.

Please choose one method below:

_____ Scholar pays fee. Please collect check directly from the scholar and include with this request.

_____ Department pays fee. Please request check from Accounting as follows:
Payable to: U.S. Citizenship and Immigration Services
MEMO: c/o International Scholar and Student Services
107 Classroom Unit
UCSC CA Campus

_____ Photocopies of both sides of Form I-94 (small white card in passport) showing all stamps

_____ Photocopies of **all** previous eligibility documents (Form I-20, DS/2019 or IAP-66, or I-797 approval notices)

ISSS will request the following:

_____ If scholar has dependents in TD status: Form I-539 and photocopies of both sides of Form I-94 each dependent and check or money order for USCIS fee made out to U.S. Citizenship and Immigration Services. Form I-539 available on immigration website at <http://uscis.gov/graphics/formsfee/forms/index.htm> .

Attachments: Sample Dept. Letter for Procedures #1 and #2
 Document Certification for Procedure #2
 Scholar Statement of Understanding for Procedure #2
 NAFTA Professional Job Series List for reference on qualifying professions

TN request 2-06