

TN Status Request for Canadian or Mexican Citizen—General Information

The TN (Trade NAFTA) category was developed as part of the North American Free Trade Agreement (NAFTA), to facilitate the entry of Canadian and Mexican citizens to the U.S. to engage in professional business activity on a temporary basis.

Eligibility. The applicant must:

- Be a citizen of Canada or Mexico
- Engage in activities at a professional level. “Professional level” refers to occupations which require that the individual has at least a baccalaureate degree or appropriate credentials in a profession set forth in [Appendix 1603.D.1 of the NAFTA](#).
- Enter the U.S. on a temporary basis. Temporary entry, as defined in the NAFTA, means entry without the intent to establish permanent residence. The individual must satisfy the U.S. consular officer or inspecting immigration officer that the proposed stay is temporary. A temporary period has a reasonable, finite end that does not equate to permanent residence.

FAQs

- **Duration:** TNs are admitted for a period of up to three years.
- **Dependents** of TN status holders are granted TD status. TD status holders are not allowed to accept employment or receive payment of any kind.
- **Cost:** Varies depending on admission type
- **Advantages:** (1) “relative ease” of obtaining TN status when initially entering the U.S. from abroad, (2) no total maximum time limit for holding TN status (although it must be renewed), (3) relative ease in changing to or extending TN status within the U.S.

New TN Status Upon Entry to the U.S.

Campus units should consult with IFSS before a prospective employee seeks entry in TN status to determine if this status is appropriate. After review IFSS will recommend the department to proceed with the request process.

At the port-of-entry (by land or by air), Canadian TN applicants must present the documents listed below to an U.S. immigration inspector for adjudication. Mexican applicants must first apply for a TN visa at a U.S. embassy or consulate abroad, providing the documents listed below as a part of the visa application. Presentation of these documents is not a guarantee that the TN visa or TN status and entry to the U.S. will be granted. The U.S. consular official or immigration officer will evaluate each case on its own merits, and according to the federal rules governing TN status.

Required Documents. The following are required for entry to the U.S. in TN status:

1. **Passport.** A valid unexpired Canadian or Mexican passport as proof of citizenship;
2. **Proof of possession of a professional degree** in a field listed in the schedule of occupations listed in the TN regulations (under NAFTA, most TN professions require at least a bachelor’s degree).
 - Contact IFSS to confirm that the occupation for which you seek TN status is on this list;
 - Degrees, diplomas, or certificates earned by a beneficiary from an educational institution located outside of the United States, Canada, or Mexico must be accompanied by a certified translation or reliable credentials evaluation service which specializes in such evaluations. If the major or field of study is not listed on the diploma also carry an official academic transcript.
3. **A job verification letter** from a U.S. employer for a professional position, describing the work to be done and the beginning and ending dates of the employment.
 - See sample TN letter. Please contact IFSS with questions or to review letter.

4. Fee payment:

Canadian citizens entering the U.S. to begin TN status, or re-entering the U.S. to begin another three years in TN status, must pay a U.S. customs fee at the border. Mexican citizens entering the U.S. to begin TN status, or re-entering the U.S. to begin another three years in TN status, must pay all applicable visa fees.

At the U.S. port-of-entry, if TN status is granted Form I-94 will be annotated with admission date port-of-entry information; TN category (TN-1 Canadians, TN-2 for Mexicans); an expiration date up to three years from the date of admission, and a "multiple entry" notation. TN status may be extended for up to three years at a time (provided there is guaranteed funding for the extension period). There is no maximum amount of time that a TN status holder may hold this status. However, TN status holders must not have the intent to establish permanent residence in the U.S. The TN applicant must satisfy the consular officer or U.S. immigration officer that the proposed stay is temporary.

Upon the Arrival of the TN Status Holder

Upon successful entry to the U.S., the TN employee will need to check-in with IFSS. Please contact ischolar@ucsc.edu to request a short appointment.

Changes to TN Status and Extensions of Stay in TN Status within the U.S.

To request a change of status to TN, or extensions of TN status, the IFSS office will file a petition with the United States Citizenship and Immigration Services (USCIS) Vermont Service Center.

- **Costs:** \$460 Form I-129 filing fee (plus an additional \$455 Form I-539 filing fee for all dependents seeking TD status). There is an optional \$2,500 premium processing fee.
- **Timing:** Departments seeking a TN extension for employees should begin the application process at least two months prior to the expiration of the employee's current work authorization. New TN petitions with a change of status request within the U.S. must be submitted at least 4 months before the employee's current status expiration date.

Professional Occupations in Appendix 1603 D.1 of North American Free Trade Agreement

Accountant	Scientific Technician/Technologist	Apiculturist
Architect	Social Worker	Astronomer
Computer Systems Analyst	Sylviculturist (including forestry specialist)	Biochemist
Disaster relief insurance claims adjuster (employed by an insurance company located in the territory of a Party, or an independent claims adjuster)	Technical Publications Writer	Biologist
Economist	Urban Planner (including geographer)	Chemist
Engineer	Vocational Counselor	Dairy Scientist
Forester	Medical/Allied Professionals	Entomologist
Graphic Designer	Dentist	Epidemiologist
Hotel Manager	Dietitian	Geneticist
Industrial Designer	Medical Laboratory Technologist (Canada)	Geochemist
Interior Designer	Medical Technologist(Mexico and the United States)	Geologist
Land Surveyor	Nutritionist	Geophysicist (including Oceanographer in Mexico and the United States)
Landscape Architect	Occupational Therapist	Horticulturist
Lawyer (including Notary in the province of Quebec)	Pharmacist	Meteorologist
Librarian	Physician (teaching or research only)	Pharmacologist
Management consultant	Physiotherapist/Physical Therapist	Physicist (including Oceanographer in Canada)
Mathematician (including statistician)	Psychologist	Plant Breeder
Range Manager/Range Conservationist	Recreational therapist	Poultry Scientist
Research Assistant (working in a post- secondary educational institution)	Registered Nurse	Soil Scientist
	Veterinarian	Zoologist
	Scientist	Teacher
	Agriculturalist (Agronomist)	College
	Animal Breeder	University
	Animal Scientist	Seminary

Have you held TN status in the past 7 years? Yes No
If yes, provide period(s) of stay (mm/dd/yyyy)
Use a separate sheet of paper if needed. If currently working in TN status, please also provide name of employer.

Have you ever been denied TN status?
 Yes No If yes, attach separate page with details

Have you, spouse, or anyone on your behalf ever filed an immigrant petition?
 Yes No If yes, attach copy of I-130 or I-140 receipt (pending) or approval notice

Have you ever filed an application for adjustment of status?
 Yes No If yes, attach copy of I-485 notice(s)

Have you ever been a J-1 Exchange Visitor or J-2 dependent? Yes No If yes, attach all DS-2019s
SEVIS ID #: N

Have you ever been subject to the Two Year Home Residency requirement? Yes No
If yes, when did you apply for a waiver with the US Department of State?
If approved, provide a copy of USCIS Form I-612 approval notice.

Or, have you fulfilled the requirement by residing in your home country/place of permanent residence?
 Yes No If yes, include evidence you have resided outside the US for two years (e.g. pay stubs, job offer letter, transcripts, passport stamps)

Are you in exclusion or deportation proceedings? Yes No

Public Charge Complete only if extending current TN status or changing status in-country to TN

Have you received or currently certified to receive the following public benefits?

No, I have not received any of the below listed public benefits

No, I am not certified to receive any of the below listed public benefits

Yes, I have received or am currently certified to receive the following public benefits: (select all that apply)

- Any Federal, State, local or tribal cash assistance for income maintenance
- Supplemental Security Income (SSI)
- Temporary Assistance for Needy Families (TANF)
- General Assistance (GA)
- Supplemental Nutrition Assistance Program (SNAP, formerly called "Food Stamps")
- Section 8 Housing Assistance under the Housing Choice Voucher Program
- Section 8 Project-Based Rental Assistance (including Moderate Rehabilitation)
- Public Housing under the Housing Act of 1937, 42 U.S.C. 1437 et seq.
- Federally Funded Medicaid

Signature

I certify the information provided on this form is true and accurate to the best of my ability.

Employee Signature: _____ **Date:** _____

TN Sample Job Verification Letter

The letter provided to the employee should be on department's letterhead with original signature (in blue ink).
The letter should be dated within 30 days of the employee's entry into the U.S.

[Date]

U.S. Embassy or Consulate (Mexican TN applicant only)
U.S. Port of Entry/Pre-Clearance Inspection Center

Re: Request for TN status for **[Employee's Name]**

Dear Customs and Border Protection (CBP) Officer:

The **[Hiring Department]** at the University of California, Santa Cruz would like to temporarily employ **[name]** as a/n **[UCSC job title]** full-time or part-time basis for the period **[dates of employment]**. **[Employee]** will receive an annual salary of **[salary or hourly amount]**. The benefits for this position include sick leave, vacation leave, retirement, and medical, dental and vision insurance (include if relevant). The minimum qualifications for this position are **[list degree and field of study, required training or experience, etc.]** This position corresponds to the position **[list NAFTA occupation title]** on the listing of professional occupations in Appendix 1603.D.1. of the North American Free Trade Agreement (NAFTA).

Briefly explain job duties and reason for hire. [For example: Dr. Smith will design and execute laboratory experiments to isolate and characterize cell-type specific negative regulators of the viral oncogene v-jun. He will also be directing undergraduates and technicians in the research and presenting seminars based on his work. Dr. Smith is highly qualified for the position. He received a Ph.D. in Biochemistry in 2000 from the University of British Columbia in Canada, and has been a postdoctoral researcher for three years. He is particularly skilled in the techniques of eukaryotic gene expression, host-vector systems, protein-DNA interactions, nuclear oncogenes, and in vitro as well as in vivo assays. This background makes him an ideal candidate to carry out the proposed research.]

We are excited to have **[employee]** join our research team and respectfully request that he/she be granted TN status.

Sincerely,

[Name of Chair, Hiring Authority]
[Title]