

## TN VISA REQUEST FORM

<b>Scholar's Name (Last, First, Middle):</b>	_____
<b>HR Service Center/Department Representative:</b>	_____
<b>Type of TN Petition (Check One):</b>	<input type="checkbox"/> Initial TN by U.S. Entry <input type="checkbox"/> Initial TN by Change of Status <input type="checkbox"/> TN Transfer <input type="checkbox"/> Extension of Status <input type="checkbox"/> Amendment
<b>Application by (Check One):</b>	<input type="checkbox"/> USCIS Mail Filing <input type="checkbox"/> US Port of Entry (Canadian) <input type="checkbox"/> US Embassy (Mexican)

### Part 1: Information about the TN Applicant *(completed by scholar or in collaboration with scholar)*

<b>Date of Birth:</b>	_____	<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Country of Citizenship:</b>	_____	<b>Country of Birth:</b>	_____
<b>Have you ever been denied TN classification?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<b>Are you in exclusion or deportation proceedings?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>List all previous periods of stay in the US below (attach separate sheet if necessary):</b>			
<u>Visa Type</u>	<u>Dates in U.S.</u>	<u>Purpose/Location of Visit</u>	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
<b>Permanent Residence:</b>	· Has an immigrant petition for permanent residence (I-140) ever been filed on your behalf? <input type="checkbox"/> No <input type="checkbox"/> Yes · attach copy of receipt or approval notice		
<b>Permanent Foreign Address:</b>	_____		
<b>Indicate Port of Entry or US Embassy, if applying for US entry:</b>	_____		
<b>Email Address:</b>	_____	<b>Phone Number:</b>	_____
<b>Complete below if currently in the U.S. in a non-immigrant visa status (F, H, J, L, O, TN status, etc.), otherwise skip to Part 3</b>			
<b>Current U.S. Residential Address:</b>	_____		
<b>Current Visa Status:</b>	_____	<b>Date Status Expires:</b>	_____
<b>Date of Last U.S. Entry:</b>	_____	<b>I-94 Entry Number:</b>	_____
<b>Travel Plans:</b>	· Do you or your dependents have any plans to travel abroad within the next 6 months? <input type="checkbox"/> No <input type="checkbox"/> Yes · travel dates: _____		
<b>Dependents:</b>	· Will any dependents (spouse and/or children under 21 currently in the U.S.) apply for TD status? <input type="checkbox"/> No dependents, or dependent(s) will apply for TD entry/visa from abroad <input type="checkbox"/> Yes · complete I-539 dependent application checklist (see ISSO website)		

Submit hardcopy TN packet to ISSO by drop off or mail (campus box 0477) at least 3 months in advance.

Questions or concerns? Please contact ISSO at ext. 6-0281

## Part 2: Signature of TN Applicant (if currently in the U.S.)

**TRAVEL ADVISORY:** ISSO strongly discourages traveling in and out of the U.S. while a TN application is pending approval with the U.S. Citizenship and Immigration Services (USCIS). Under certain circumstances, traveling on another visa status or a previous TN record could jeopardize obtaining TN status with UCSF.

By signing below, I affirm that I understand the above travel advisory.

TN Applicant's Signature: _____	Date: _____
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## Part 3: Checklist for TN Applicant (attach copies of the following, if applicable)

<input type="checkbox"/> <b>Passport Page(s)</b>	· Most recent passport biography page(s) with date of expiration shown
<input type="checkbox"/> <b>Diploma or Certificate</b>	· Degree/diploma or certificate required for the position
<input type="checkbox"/> <b>Certified Translation</b> (if not a U.S. degree)	· Documents in a foreign language must be submitted with an English translation · The translation can be done by anyone other than the applicant or family member · Include the following statement with translator's signature: I, [name of translator] certify that I am fluent in [foreign language] and English, and the attached translation is complete and accurate to the best of my knowledge.
<input type="checkbox"/> <b>Academic Equivalency Evaluation</b> (if not a U.S. degree)	· The following credential evaluation services are frequently used by scholars: · Josef Silny & Associates, Inc. ( <a href="http://www.jsilny.com">http://www.jsilny.com</a> ) · Trustforte ( <a href="http://www.trustfortecorp.com">http://www.trustfortecorp.com</a> ) · World Education Services, Inc. ( <a href="http://www.wes.org">http://www.wes.org</a> ) · See NACES Members for more options ( <a href="http://www.naces.org">http://www.naces.org</a> )
<input type="checkbox"/> <b>Medical License</b> (if position involves patient care)	· License or registration with California Medical Board, or · 2113 certificate for incidental patient care
<input type="checkbox"/> <b>Curriculum Vitae</b>	· CV with list of publications (if any)
<input type="checkbox"/> <b>Most Recent I-94 Record</b>	· I-94 admission/departure record in passport or from <a href="http://www.cbp.gov/i94">www.cbp.gov/i94</a> (if any)
<input type="checkbox"/> <b>Form I-797(s)</b>	· All prior I-797 approval notices if previously held H, L, O or TN status
<input type="checkbox"/> <b>Form I-20(s)</b>	· All prior I-20 forms if previously held F status
<input type="checkbox"/> <b>Form DS-2019(s)</b>	· All prior DS-2019 forms if previously held J status
<input type="checkbox"/> <b>Employment Authorization Card (EAD)</b>	· If previously held F-1 OPT, J-2 or L-2 status
<input type="checkbox"/> <b>Dependent Application</b> (if applying in US)	· See checklist on ISSO website · \$290 check payable to "Department of Homeland Security" (sponsoring dept. may pay this fee) · Completed Form I-539 with original signature

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**Part 4: Information about the Position** (completed by HR Service Center/Department Representative)

**UCSF POLICY:** Appointment must be academic and full-time (100%). Salary must be on scale with appropriate benefits.

**PROCESSING TIMES:** Government regulations require the submission of certain documents to the U.S. Department of Labor prior to submission of the TN petition to the USCIS. Except in the case of transfers, extensions and amendments, the University can neither appoint nor pay the scholar until TN status is granted. Therefore, it is important that departments submit a complete TN request package to ISSO at least 3 months prior to the scholar's TN employment start date. Please note that the processing of TN petitions is not guaranteed due to incomplete TN request packages, governmental delays and/or changes in USCIS processing times.

**APPOINTMENT CHANGES:** A material change in terms or conditions of employment (i.e. change in title, salary, job duties) after approval of a TN petition may require the submission of another TN amendment petition and approval by USCIS.

<b>Appointment Title:</b> _____	<b>Annual Base Salary:</b> _____
<b>Visa Request Dates:</b> _____	<b>Will salary be paid through UCSF payroll?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes
<b>Minimum education &amp; field of study required for position:</b> _____	
<b>Does this position require any special license (i.e. CA Medical Board license, 2113, etc.)?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes -Specify: _____
<b>Proposed worksite(s). List all potential UCSF worksites:</b>	
1) _____	
2) _____	
3) _____	
<b>Brief job description:</b>	

**Part 5: Endorsements**

<b>Sponsoring Department:</b> _____	
<b>HR Service Center Representative:</b> _____	
<b>Faculty/Academic Sponsor:</b> _____	
<b>Department Chair:</b> _____	
<b>Department Chair's Signature:</b> _____	<b>Date:</b> _____
<b>Dean's Signature:</b> _____	<b>Date:</b> _____

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**Part 6: Checklist for HR Service Center/Department Representative** *(attach the following with this request form)*

<input type="checkbox"/> <b>ISSO Fee Form</b>	· Provide either SpeedType reference or complete Chartstring for recharge
<input type="checkbox"/> <b>Copy of Offer Letter</b>	· UCSF appointment dates may be shorter in length than TN visa request dates
<input type="checkbox"/> <b>TN DHS Filing Fee Checks</b>	· Provide filing fee checks to ISSO only if applying by USCIS mail filing · \$325 filing fee check · \$1,225 premium processing fee (if applicable) · Each amount must be a separate UCSF issued check, payable to: "Department of Homeland Security" USCIS - Vermont Service Center 75 Lower Welden Street St. Albans, VT 05479
<input type="checkbox"/> <b>TN Support Letter</b>	· Printed on UCSF letterhead & signed by Department Chair

**WHERE TO SUBMIT**

**School of Medicine/Pharmacy/Dentistry/Nursing:** Route package directly to the International Students and Scholars Office, Box 0477, 1675 Owens Street. ISSO will forward to the Dean's Office for signature after initial review.

**Other Divisions:** Obtain the concurrence of the Associate Dean for Academic Affairs on the department letter and on this form before delivery to the International Students and Scholars Office.