

## 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 · \$370 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:**

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> _____

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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 · \$460 filing fee check · \$1,440 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

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