

WORKSHEET FOR TN APPLICATION

To Be Completed by UTSA Hiring Department and Non-Immigrant Worker

Part I Information about UTSA Hiring Department & TN Requested Services

1. THE PURPOSE OF THIS APPLICATION: ___New ___Extension ___Transfer within UTSA ___Amended

Department: _____ Location: _____

TN Employee Supervisor _____ Supervisor's Title: _____

Phone: _____ Email: _____

Department Contact Person: _____ Title: _____

Phone: _____ Email: _____

2. PROSPECTIVE/CURRENT EMPLOYEE INFORMATION: **Ensure that all names appear exactly as on passport**

Family Name: _____ Given Name: _____

Middle Name: _____ Date of Birth: _____

Country of Citizenship: _____ Gender: _____

Educational Level: _____ If Other: _____

Current Address: _____
Street City State Zip Code

How does applicant plan to change to TN status? _____

Current Country of Residence: _____ If in U.S., what is the current visa status? _____

Phone (home): _____ (cell): _____ Email: _____

3. POSITION INFORMATION: **If you select "other," specify in job description what title will be.**

Position Title: _____

Detailed Job Description (the most important duties the TN applicant will perform should be first):

Salary Offered: \$ _____ per _____ Hours per week: _____

The compensation package includes fringe benefits: Yes No

Expected Duration of Employment (No more than three years for an initial application; may be renewed indefinitely before current TN status expires.) Contact our office to finalize employment dates.

From _____ to _____

Address where employee will work (if different from department address):

Department Address Building Room

Part II. Appendix

**Please submit the following required documents to International Services
 (Applicant submits items 1- 10. Department submits item 11)**

- 1 Copies of the foreign national's proof of Canadian/Mexican citizenship (i.e. valid passport, birth certificate, or citizenship card)
- 2 Copies of credentials, including diplomas, (or transcripts if the diploma does not show that the degree award was in your field of specialty, licenses), certificates, or other documents.
NOTE: If your diploma comes from an institution outside the U.S., you must submit one copy of a translation of the degree (if it is not in English) and a copy of a Credentials Evaluation from a recognized U.S. credential evaluation service. Any diploma issued by an institution outside the U.S. must be evaluated as equivalent to a degree in the U.S. Credential Evaluation for Foreign Degree(s) must be obtained from a member of National Association of Credential Evaluation Services (www.naces.org)
- 3 Completed TN Request Form
- 4 Copy of the foreign national's current resume or CV
- 5 A letter from applicant stating that the purpose of entry to the U.S. is temporary
- 6 Copies of proof of a license to practice one's profession are required
- 7 Copy of EAD, if applicant's current status is F-1 OPT
- 8 Copy of J-1 DS-2019, applicant's current status is J-1
- 9 Copy of Approval Notice for J-1 Waiver, if applicant has been subject to section 210
- 10 Copy of legal status, if applicant is currently on any other visa **Current visa type:** _____

Department submits the following:

- 11 **Department support letter. The letter should include the following:**
 - a) Detailed reasons for the department to sponsor TN status
 - b) Role and duties the applicant will perform at UTSA
 - c) Anticipated length of stay
 - d) Educational qualifications/credentials and experience, which demonstrate the applicant has professional level status
 - e) Arrangements for payment for the services to be rendered
 - f) Confirmation that the applicant meets all license requirements if applicable

Part III ORI Certification

Certification of the UTSA Office of Research Integrity (ORI)

UTSA Inviting/Sponsoring department **MUST** send this TN Application with attached documents to ORI, via email: export@utsa.edu
For questions, contact ORI at export@utsa.edu.

Comments/Recommendations:

Approved "As Is" Approved with Recommendations Denied

Office of Research Integrity: _____ Date: _____

If you have any questions or comments regarding this form please contact International Services at international.services@utsa.edu

Approval of Departmental Chair:

Name

Signature

Date

Department Administrator:

Name

Signature

Date