

TN REQUEST FORM

TN Beneficiary: _____ Intended Dates: _____ to _____

Are you requesting [Premium Processing Service](#)? YES NO

Please prepare and attach the following documents to this form:

- 1 completed [TN Information Form](#)
- 1 ORIGINAL + 2 copies of a letter of support from the dept chair/unit head ([sample](#))
- 3 copies of white [Form I-94](#) in passport, **both sides** (entry date stamp & all notations **must** be clear)
- 3 copies of most recent entry date stamp in passport
- 3 copies of [passport identification and expiration page\(s\)](#)
- 3 copies of PNF/Form 6 **OR** offer & acceptance letters (*Note: If appointment dates on the PNF or letters do not cover the entire TN period being requested, USCIS may not grant approval for the entire duration.*)
- 3 copies of position description
- 3 copies of transcript or diploma for highest degree conferred (must show academic field/major)
- 3 copies of foreign educational credential evaluation for the degree (N/A if degree was granted by a U.S. institution) (find a credential evaluation service at <http://www.naces.org/members.htm> or <http://www.aice-eval.org>)
- 3 copies of updated curriculum vitae, including publications list

*If the person is **currently in the U.S. in H, O, TN/TD, or F status**, also provide the following:*

- 1 copy of current [entry visa](#) in passport (N/A for Canadians)
- 3 copies of the following documents, as applicable:
 - If currently in **H, O, or TN/TD** status: All previous [I-797 approval notices](#)
 - If currently in **F** status: Current [Form I-20](#) AND [Employment Authorization Card](#) (if on F-1 OPT)

*If the person is **currently &/or has ever previously been in J-1 or J-2 status**, also provide the following:*

- 4 copies of all previous DS-2019s, IAP-66s, and/or J entry visas in passport
- 4 copies of USCIS waiver approval notice &/or DOS waiver recommendation letter (if obtained due to being subject to the [212\(e\) 2-year foreign residence requirement](#))

*If the person has **dependent family members** who are changing to/extending TD status, also provide the following:*

- 1 completed [Form I-539 application](#)
- 1 copy of each dependent's current [visa](#) in passport (if applicable)
- 3 copies of each dependent's current [I-94 card](#), both sides
- 3 copies of each dependent's [I-797 approval notices](#) and/or current [Form I-20](#) (as applicable)
- 3 copies of all previous [DS-2019s](#), IAP-66s, &/or J [entry visas](#) for each dependent who has ever been a J-1 or J-2
- 3 copies of each dependent's [passport biodata and expiration page\(s\)](#)
- 3 copies of spouse's marriage certificate / family register showing marital relationship
- 3 copies of each child's birth certificate / family register showing parental relationship

UH departments submitting TN requests must comply with University policies and procedures and with applicable U.S. government laws and regulations. Signatures below indicate the department's recognition of these responsibilities.

Dept. Chair: _____ Signature: _____ Date: _____

Dean/Dir/Designee: _____ Signature: _____ Date: _____

Contact Person (AO/PO/other): _____ Email/Phone: _____