

Request for TN (USMCA) Professional

Instructions

TN (Trade NAFTA) status is based on the US-Mexico-Canada trade agreement (previously NAFTA) between the US, Canada, and Mexico. Under the terms of the treaty, citizens of Canada and Mexico may be eligible to enter the US in TN status to engage in pre-arranged professional business activities within a treaty-allowed profession. The list of allowed professions are found in [Chapter 16, Appendix 2](#) of the USMCA.

Hiring departments must complete this form and submit it to the International Center for any prospective or current TN professional they intend to hire. In addition, departments may either draft a TN employment letter (used for visa inspection and immigration clearance) for International Center review, or request that the International Center draft the letter. For more information about TN status, go to

<https://icenter.tufts.edu/tn-professionals>.

To Be Completed by the Hiring Department or Unit

Please complete all sections of the form. You may attach additional pages as needed.

Hiring Department:

Employee Information:

Employee Family Name

Given Name

Middle Name

Supervisor Information:

Supervisor Name

Supervisor Email

Supervisor Title

Supervisor Phone

Department Contact

Department Contact Name

Department Contact Email

Department Contact Title

Department Contact Phone

TN Employment Letter:

☐ Department has draft for review (please attach)

☐ Department requests draft from the International Center. **Fees apply.**

Employment Information

Employee Position Title:

Address of Work Location(s):

Is the Position Full-time? _____ Yes _____ No (if no, indicate # of hours per week): _____

Dates of Employment: From: _____ To: _____
(MM/DD/YYYY) (MM/DD/YYYY)

Salary: \$ _____ per (Check One): ☐ Hour ☐ Week ☐ Month ☐ Year

Describe the employee's primary job duties and responsibilities and the approximate % of position time spent on each.
Do not describe the employee's qualifications – only describe job duties.

Degree Required for Position: _____

Licenses Required for Position: _____

Years of Experience Required for Position: _____

Will the Employee Work Off-Site?: _____ Yes _____ No

If Yes, attach separate page indicating off-site location, addresses, and description of frequency and hours per week

Will the Employee Work Under Supervision or Independently? _____ Supervision _____ Independently

If the employee is working independently, attach separate page describing how work performance will be monitored and evaluated.

Will the Employee Supervise Other Employees? _____ Yes _____ No

If yes, indicate # of employees supervised: _____

Candidate Information

Employee Information: _____
Employee Family Name Given Name Middle Name

Maiden Names / Aliases): _____

Gender Identity: ☐ M ☐ F ☐ Other

Birth Information: _____
Date of Birth (MM/DD/YYYY) City and Province of Birth

Citizenship: ☐ Canada ☐ Mexico

Employee Email: _____
Preferred Email Other Email

Employee Telephone: _____

Permanent Address: _____

City Province Country Postal Code

The permanent address must be an address in the country of citizenship

Is the Employee Already in the US? ☐ Yes ☐ No If yes, indicate address below

US Home Address: _____

City State ZIP Code

If Yes, is the Employee Already Working in Offered Position? ☐ Yes ☐ No

Fees

Dept ID _____
International Center processing fee of \$500 will be charged to this DeptID

Form I-129 Filing Fee USCIS is no longer accepting paper checks therefore we will process the TN through the Dept ID you entered above. The charge to file an I-129 is \$1,000 (inclusive of the I Center processing fee.

Signatures

This request must be signed by the employee's manager or supervisor and the department head or unit director. If a person other than the supervisor is completing this form, please provide the contact person's information.

Supervisor Name: _____

Supervisor Title: _____

Supervisor Signature: _____ Date: _____

Department Head Name: _____

Department Head Title: _____

Department Head Signature: _____ Date: _____

Contact Person Title: _____

Contact Person Email: _____ @ tufts.edu

Contact Person Telephone: _____

Attachments

- ☐ Letter of appointment from hiring department or current position description
- ☐ Check made payable to US Department of Homeland Security (if applicable – contact International Center)
- ☐ Employee's most recent CV
- ☐ Copies of employee's highest degree (diploma and/or transcripts) as required by TN status
 - Foreign language educational credentials and records must be accompanied by a certified translation
 - Credential evaluations may be recommended for foreign degrees – contact the International Center
- ☐ Copies of any required professional / state licenses, if applicable, needed for the position
- ☐ Copy of employee's passport identity page
- ☐ If employee is already in US / working in the current position and we are filling a Form I-129 petition for the employee:
 - Printouts of most recent three months of pay statements from Tufts documenting current employment in the current position
 - Copy of Employee's I-94 record printed from <https://i94.cbp.dhs.gov>
 - Copy of any current / previous US visas and/or entry stamps in passport (Canadian citizens will not have visas)
 - Public Charge questionnaire completed by the employee