



## TN REQUEST FORM

### Type of TN request:

- Initial Entry (beneficiary/applicant is outside the U.S. and will enter in TN status)
- Change of Status (beneficiary/applicant is in U.S. and will change to TN from a different visa status)
- Change of Employer (beneficiary/applicant is TN and will change from another U.S. employer to RCUH)
- Extension
- Concurrent Employment
- Amended Petition

USCIS Premium processing service?  Yes  No

### Part I: Biographical & Immigration Information (Beneficiary/Applicant will complete this section)

1. Name on passport (Last, First, Middle): \_\_\_\_\_

2. Other names (maiden name, aliases, names from all previous marriages, etc.): \_\_\_\_\_

3. Date of birth (mm/dd/yyyy): \_\_\_\_\_ Social Security Number (if any): \_\_\_\_\_

4. Country of birth: \_\_\_\_\_ Province of birth: \_\_\_\_\_

5. Country of Citizenship/Nationality: \_\_\_\_\_

6. Foreign Address:

Street Number and Name, Apt.#: \_\_\_\_\_

City/Town, State/Province, Postal Code, Country: \_\_\_\_\_

7. If you are currently in the United States:

Date of last arrival: \_\_\_\_\_ I-94#: \_\_\_\_\_

Current nonimmigrant status: \_\_\_\_\_ Status expires (mm/dd/yyyy): \_\_\_\_\_

Current Residential U.S. Address: \_\_\_\_\_

Are you planning to travel outside the United States in the next 3 months?  No  Yes - travel dates: \_\_\_\_\_

**IMPORTANT:** If you are filing for a change of status or extension of stay, please remain in the United States once RCUH files the petition with the USCIS and while your application is being adjudicated by USCIS.

8. If you are currently in the United States, are you filing any applications for dependents?  No  Yes

9. Are you currently in removal proceedings?  No  Yes

10a. Have you ever held TN status?  No  Yes – complete 10b.

10b. Provide the dates of TN status: \_\_\_\_\_

Also, provide copies of I-94s, admission stampings, I-797 approval notice(s)

11. Have you ever been denied TN classification?  No  Yes - provide copy of denial notice.

12a. Have you ever been a J-1 or J-2 status?  No  Yes – complete 12b.

12b. Provide the dates you maintained status as a J-1/J-2: \_\_\_\_\_

Also, provide evidence of this status with copy of either a DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, a Form IAP-66, or a copy of the passport that includes the J visa stamp. If you are subject to the two-year home country physical presence requirement, provide the Waiver of J-1 visa two-year foreign residence requirement (INA 212(e)) or an advisory opinion.

**Part II: Position Information (Principal Investigator will complete this section)**

1. Position Title: \_\_\_\_\_ %FTE: \_\_\_\_\_
2. Intended TN period (mm/dd/yyyy): \_\_\_\_\_ to \_\_\_\_\_ Monthly Salary: \_\_\_\_\_
3. Address of primary work location: \_\_\_\_\_
4. Address(es) of any additional work locations: \_\_\_\_\_
5. Project/Program FedEx account number: \_\_\_\_\_

**Part III: Certification**

**Beneficiary/Applicant's Certification:**

I certify all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all the information contained in, and submitted with, my application and that all of this information is complete, true and accurate.

\_\_\_\_\_  
Beneficiary/Applicant (Signature) & Date

\_\_\_\_\_  
Beneficiary/Applicant (Print Name)

**Principal Investigator's Certification:**

I certify that I have sufficient funding to support this action and related costs.

\_\_\_\_\_  
Principal Investigator (Signature) & Date

\_\_\_\_\_  
Principal Investigator (Print Name)

**Part IV: RCUH Human Resources/Immigration Approval**

\_\_\_\_\_  
Director of RCUH HR/Designee & Date

**Part V: Required forms and supporting documentation.**

1. Copy of valid passport
2. Resume
3. Copies of academic degree(s) and transcripts (if applicable). If the diploma does not clearly state the major field of study, transcripts must be submitted. Diploma(s) in a foreign language must be submitted with a certified translation. If degree was granted from an academic institution outside of the U.S., a foreign educational credential evaluation must be submitted.
4. Signed letter of support from the Principal Investigator which includes:
  - a. Intended employment period;
  - b. Description of project;
  - c. Description of job offered;
  - d. Description of person's background and reason why he/she is most suitable for this position; and
  - e. Salary to be paid.
5. USCIS Filing Fees. Filing fees are subject to change. Check the [USCIS](#) website for current fees. All checks must be made payable to the "**U.S. Department of Homeland Security**". Forward the check(s) to RCUH Immigration. Filing fees must be paid by the project and cannot be passed on to the employee. RCUH Immigration will complete the forms below for the petition.
  - a. Form I-129
  - b. Form I-907, Request for Premium Processing Service (Optional)
6. Additional documents required for TN extension/change of status/change of employer case: Beneficiary/Applicant has to submit the following:
  - a. Most recent I-94 record and TN admission stamping(s)
  - b. Copies of visas and admission stamps (for example: H-1B visas, F-1 visas, J-1 visas)
  - c. Current nonimmigrant documents (for example: I-797 Approval Notices, DS-2019s, I-20s, EAD)
  - d. All previous nonimmigrant visas and documents (if applicable)