



Office of International Student and Scholar Services  
International Studies and Programs  
261 MSC, One University Boulevard  
St. Louis, MO 63121  
USA  
Telephone 1.314.516.5229  
Fax 1.314.516.5636  
Email [iss@umsl.edu](mailto:iss@umsl.edu)

## Request for TN Status for Canadian or Mexican Professionals

The TN classification was created under NAFTA for Canadian or Mexican citizens who will come to the U.S. as professionals to do research or teach in certain fields only (See NAFTA Professional Job Series List.) TN status is limited to one year, but it may be renewed annually indefinitely. Dependents of TN professionals are eligible for TD status. They may not be employed in the U.S. but may attend school full-time.

Please follow either Procedure #1 or #2 and forward to ISSS.

**#1 Outside the U.S.**, for Canadians or Mexicans who are currently abroad or who will travel abroad and enter the U.S. before the beginning of employment (or extension of employment); or

**#2 Within the U.S.**, for Canadians or Mexicans who are here and will remain here waiting for permission to begin or extend employment.

### ***PROCEDURE #1 - TN STATUS FOR AN EMPLOYEE WHO WILL BE OUTSIDE U.S. BEFORE BEGINNING OR EXTENDING EMPLOYMENT:***

For Procedure #1 please forward this **Request for TN Status for Canadians or Mexicans** with the following to ISSS:

\_\_\_\_\_ Internal request form

\_\_\_\_\_ Letter from Department Chair stating the period of time of employment (dates cannot exceed one year), salary, brief description of responsibilities. (sample department letter attached)

\_\_\_\_\_ Beneficiary's Curriculum Vitae

ISSS will review, include instructions for scholar, and return items to the Department to be sent to scholar.

### **To enter the US:**

**Canadians** must present the letter from the Department Chair, CV, proof of Canadian citizenship, diploma (with certified translation if **not** in English and copy of transcript with field stated on it if field is **not** stated on the diploma), professional license, if applicable, and check for \$50 at the U.S. port of entry.

**Mexicans must use the Dept. Chair letter, CV and their passport to apply for a TN visa at the U.S. consulate before entering the U.S.** At the U.S. port of entry, Mexicans must present their passport with TN visa, letter from Department Chair, CV, diploma (with certified translation if **not** in English and copy of transcript with field stated on it if field is **not** stated on the diploma), and professional license, if applicable.

***PROCEDURE #2 -TN STATUS FOR AN EMPLOYEE WITHIN THE U.S.***

\_\_\_\_\_ Internal Request Form

\_\_\_\_\_ Letter from Department Chair (original plus one copy stating the period of time of employment (dates cannot exceed one year), salary, brief description of responsibilities. Add a sentence confirming continued need for the employee's service. (sample department letter attached)

\_\_\_\_\_ Copy of diploma (with certified translation if **not** in English and copy of transcript with field stated on it if field is **not** stated on the diploma)

\_\_\_\_\_ Beneficiary's Curriculum Vitae

\_\_\_\_\_ Check for \$190.00 payable to U.S. Citizenship and Immigration Services.

Please choose one method below:

\_\_\_\_\_ Scholar pays fee. Please collect check directly from the scholar and include with this request.

\_\_\_\_\_ Department pays fee. Please request check payable to: U.S. Citizenship and Immigration Services for Form I-129

\_\_\_\_\_ Photocopies of both sides of Form I-94 (small white card in passport) showing all stamps

\_\_\_\_\_ Photocopies of **all** previous eligibility documents (Form I-20, DS/2019 or IAP-66, or I-797 approval notices)

\_\_\_\_\_ If scholar has dependents in TD status: Form I-539 and photocopies of both sides of Form I-94 each dependent and \$200.00 check made out to U.S. Citizenship and Immigration Services. Form I-539 available on immigration website at <http://uscis.gov/graphics/formsfee/forms/index.htm> .

**SAMPLE DEPT LETTER FOR “TN” CLASSIFICATION OF  
CANADIAN OR MEXICAN PROFESSIONAL**

**(Use University letterhead)**

**Date:**

→ For Procedure #1 date of letter should be within one month of TN professional’s entry to U.S.

→ For Procedure #2 use current date

**Addressee:**

→ For Procedure #1 address to

U.S. Department of Homeland Security  
Fair Trade Officer  
U.S. Port of Entry

→ For Procedure #2 address to

U.S. Citizenship and Immigration Services  
Nebraska Service Center  
850 "S" Street  
Lincoln, NE 68508

Re: TN classification for (name) listed under  
NAFTA Professional Job Series List as \_\_\_\_\_

(→ choose appropriate title from list, such as “SCIENTIST, Chemist”)

Dear Sir/Madam:

The University of Missouri-St. Louis Department of \_\_\_\_\_ wishes to employ (or continue the temporary employment of) Dr. (name), a citizen of (Canada or Mexico), for the period beginning (date) to (date) (**These dates must not exceed 12 months!**) with an annual salary of \$\_\_\_\_\_ (or describe the financial arrangements for payment and the amount in U.S. dollars. An example might be a grant from the Canadian Government).

Dr. (name) will be employed (or continue employment) as a (title) to (include a brief description of the job duties). Dr. (name) holds the (specify degree) which qualifies him/her for this professional position.

→ Add for Procedure #1 for Canadian scholar outside of U.S.:

Dr. (name) will enter the U.S. at (port of entry) on (date or approximate date).

Sincerely,  
(Department Chair)



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Center for International Studies  
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St. Louis, Missouri 63121  
USA  
Telephone 1.314.516.5229  
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Email [iss@umsl.edu](mailto:iss@umsl.edu)

## Internal Request Form for a TN Employee - UM St. Louis Departmental Form

This application is for:

- New TN employment (first time on TN at UM-St. Louis)  
 Continuation of previously approved TN employment without change  
 Change in previously approved TN employment

### Section A: Information about Individual Completing the Questionnaire

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

### Section B: General and Biographical Information about the Employee

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Country of Citizenship:  Canada  Mexico

### Section C: Information about the Offered Position

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date position offered: \_\_\_\_\_ FTE equivalency (e.g., 1 FTE or 40 hours/week) \_\_\_\_\_

Annual Salary Offered: \_\_\_\_\_ Does the position include benefits?  yes  no

Term of Employment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Brief description of duties to be performed:

\_\_\_\_\_

Minimum requirements of offered position:

\_\_\_\_\_

List employee's degrees, certifications, licenses, and years of experience in the field:

\_\_\_\_\_

Will the employee be employed in an on-campus actual work site?  yes  no

If no, where? \_\_\_\_\_

I certify that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Department/Division Head

\_\_\_\_\_  
Date



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 Center for International Studies  
 261 MSC, 8001 Natural Bridge Road  
 St. Louis, Missouri 63121  
 USA  
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 Email iss@umsl.edu

### TN Beneficiary Information Form

Name exactly as written in passport: \_\_\_\_\_  
Last (family) Name First Name

Gender: \_\_\_ male \_\_\_ female Date of Birth (m/d/y): \_\_\_\_\_

City and Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_ Canada \_\_\_ Mexico Social Security Number: \_\_\_\_\_

Passport Date of Issuance: \_\_\_\_\_ Passport Expiration Date: \_\_\_\_\_

Foreign Residential Address (required even if you are not presently living in your home country):

\_\_\_\_\_

Current Address in the U.S.: \_\_\_\_\_

Tel: \_\_\_\_\_ (home) \_\_\_\_\_ (work) E-mail: \_\_\_\_\_

If you are outside the U.S., or if change of status cannot be granted from within the U.S., at what U.S. Consulate (or port of entry if Canadian) would you apply for a visa? \_\_\_\_\_

If you are presently in the U.S.:

Current Immigration Status: \_\_\_\_\_ I-94 Number and Expiration Date: \_\_\_\_\_

Date of Most Recent Arrival in the U.S.: \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_

Have you ever been in J-1 status? \_\_\_ Yes \_\_\_ No

Are you subject to the section 212(e) - two-year home residency requirement? \_\_\_ Yes \_\_\_ No

*If yes, has the requirement been completed or waived? Please include details.*

Has an immigrant petition (for permanent resident status) ever been filed on your behalf? \_\_\_ Yes \_\_\_ No

*If yes, please provide details, including date petition approved, denied, or whether currently pending.*

Have you ever been denied nonimmigrant (temporary) status in the U.S.? \_\_\_ Yes \_\_\_ No

*If yes, please provide details.*

Please list all previous stays in the U.S. Exclude visits with a B (tourist or visitor for business) visa. Include your visa classification, dates of stay, and sponsoring institution

Do you have any plans to travel outside of the US between now and the start date of this petition?  
\_\_No \_\_Yes If yes, please list dates of travel: \_\_\_\_\_  
Consult with ISSS before finalizing travel plans.

Highest Level of Education (Please check only one box):

- Bachelor's degree (for example: BA, AB, BS)  
 Master's degree (for example: MA, MS, MEng, MEd, MSW, MBA)  
 Professional degree (for example: MD, DDS, DVM, LLB, JD)  
 Doctorate degree (for example: PhD, EdD)

Major/Primary Field of Study \_\_\_\_\_

**Dependents (Spouse and Children under the Age of 21)**

Do you have any dependents who will be included in this application? \_\_Yes \_\_ No  
If yes, how many? \_\_\_\_\_

Provide the following information for each dependent:

Name (Last/family, First): \_\_\_\_\_

Relationship \_\_ Spouse \_\_ Child Date of Birth: \_\_\_\_\_

City and Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

If presently in the U.S.:

Current Immigration Status: \_\_\_\_\_ Date of Most Recent Arrival in the U.S.: \_\_\_\_\_

I-94 Number and Expiration Date: \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_

Name (Last/family, First): \_\_\_\_\_

Relationship \_\_ Spouse \_\_ Child Date of Birth: \_\_\_\_\_

City and Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

If presently in the U.S.:

Current Immigration Status: \_\_\_\_\_ Date of Most Recent Arrival in the U.S.: \_\_\_\_\_

I-94 Number and Expiration Date: \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_

Name (Last/family, First): \_\_\_\_\_

Relationship \_\_ Spouse \_\_ Child Date of Birth: \_\_\_\_\_

City and Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

If presently in the U.S.:

Current Immigration Status: \_\_\_\_\_ Date of Most Recent Arrival in the U.S.: \_\_\_\_\_

I-94 Number and Expiration Date: \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_

Are any of the dependents currently an applicant for an immigrant visa or adjustment of status to permanent residence?  Yes  No *If yes, please provide details.*

Has any dependent ever been arrested or convicted of any criminal offense since last entering the United States?  Yes  No *If yes, please provide details.*

Has any dependent done anything that violated the terms of the nonimmigrant status he/she currently holds?  Yes  No *If yes, please provide details:*

Is any dependent now in exclusion or deportation proceeding?  Yes  No  
*If yes, please provide details:*

Has any dependent been employed in the U.S. since last admitted or granted an extension or change of status?  Yes  No *If yes, please provide details, including employer and a copy of BCIS employment authorization document.*

I certify that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## NAFTA Professional Job Series List

### PROFESSION

Accountant

Architect

Computer Systems Analyst

Disaster Relief Insurance Claims Adjuster (Claims Adjuster employed by an insurance company located in the territory of a Party, or an independent claims adjuster)

Economist

Engineer

Forester

Graphic Designer

Hotel Manager

Industrial Designer

Interior Designer

Land Surveyor

Landscape Architect

Lawyer (including Notary in the province of Quebec)

Librarian

Management Consultant

Mathematician (including statistician)

Range Manager/Range

Conservationist

Research Assistant (working in a post-secondary educational institution)

Scientific Technician/ Technologist

Social Worker

Sylviculturist (including forestry)

### MINIMUM EDUCATION REQUIREMENTS AND ALTERNATIVE CREDENTIALS

Baccalaureate or Licenciatura Degree; or C.P.A, C.A., C.G.A., or C.M.A.

Baccalaureate or Licenciatura Degree; or state/provincial license

Baccalaureate or Licenciatura Degree; or Post-Secondary Diploma or Post Secondary Certificate and three years experience

Baccalaureate or Licenciatura Degree and successful completion of training in the appropriate areas of insurance adjustment pertaining to disaster relief claims; or three years experience in claims adjustment and successful completion of training in the appropriate areas of insurance adjustment pertaining to disaster relief claims

Baccalaureate or Licenciatura Degree

Baccalaureate or Licenciatura Degree; or state/provincial license

Baccalaureate or Licenciatura Degree; or state/provincial license

Baccalaureate or Licenciatura Degree; or post-secondary diploma and three years experience

Baccalaureate or Licenciatura Degree in hotel/restaurant management; or post-secondary diploma or post-secondary certificate in hotel/restaurant management and three years experience in hotel/restaurant management

Baccalaureate or Licenciatura Degree; or post-secondary diploma or post-secondary certificate, and three years experience

Baccalaureate or Licenciatura Degree; or post-secondary diploma or post-secondary certificate, and three years experience

Baccalaureate or Licenciatura Degree or state/provincial/federal license

Baccalaureate or Licenciatura Degree

L.L.B., J.D., L.L.L., B.C.L., or Licenciatura degree (five years); or membership in a state/provincial bar

M.L.S. or B.L.S. (for which another Baccalaureate or Licenciatura degree was prerequisite)

Baccalaureate or Licenciatura Degree; or equivalent professional experience as established by statement or professional credential attesting to five years experience as a management consultant, or five years experience in a field of specialty related to the consulting agreement

Baccalaureate or Licenciatura Degree

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Baccalaureate or Licenciatura Degree

Possession of (a) theoretical knowledge of any of the following disciplines: agricultural sciences, astronomy, biology, chemistry, engineering, forestry, geology, geophysics, meteorology, or physics; and (b) the ability to solve practical problems in any of those disciplines, or the ability to apply principles of any of those disciplines to basic or applied research

Baccalaureate or Licenciatura Degree

Baccalaureate or Licenciatura Degree

Technical Publications Writer	Baccalaureate or Licenciatura Degree, or post-secondary diploma or post-secondary certificate, and three years experience
Urban Planner (including Geographer)	Baccalaureate or Licenciatura Degree
Vocational Counselor	Baccalaureate or Licenciatura Degree

## **MEDICAL/ALLIED PROFESSIONALS**

Dentist	D.D.S., D.M.D., Doctor en Odontologia or Doctor en Cirugia Dental or state/provincial license
Dietitian	Baccalaureate or Licenciatura Degree; or state/provincial license
Medical Laboratory Technologist (Canada)/Medical Technologist (Mexico and the United States)	Baccalaureate or Licenciatura Degree; or post secondary diploma or post secondary certificate, and three years experience
Nutritionist	Baccalaureate or Licenciatura Degree
Occupational Therapist	Baccalaureate or Licenciatura Degree; or state provincial license
Pharmacist	Baccalaureate or Licenciatura Degree; or state provincial license
Physician (teaching or research only)	M.D., Doctor en Medicina; or state/provincial license
Physiotherapist/Physical Therapist	Baccalaureate or Licenciatura Degree; or state/provincial license
Psychologist	State/provincial license; or Licenciatura degree
Recreational Therapist	Baccalaureate or Licenciatura Degree
Registered Nurse	State/provincial license or Licenciatura degree
Veterinarian	D.V.M., D.M.V., or Doctor en Veterinaria; or state/provincial license

## **SCIENTIST**

Agricultural (Agronomist)	Baccalaureate or Licenciatura Degree
Animal Breeder	Baccalaureate or Licenciatura Degree
Animal Scientist	Baccalaureate or Licenciatura Degree
Apiculturist	Baccalaureate or Licenciatura Degree
Astronomer	Baccalaureate or Licenciatura Degree
Biochemist	Baccalaureate or Licenciatura Degree
Biologist	Baccalaureate or Licenciatura Degree
Chemist	Baccalaureate or Licenciatura Degree
Dairy Scientist	Baccalaureate or Licenciatura Degree
Entomologist	Baccalaureate or Licenciatura Degree
Epidemiologist	Baccalaureate or Licenciatura Degree
Geneticist	Baccalaureate or Licenciatura Degree
Geologist	Baccalaureate or Licenciatura Degree
Geochemist	Baccalaureate or Licenciatura Degree
Geophysicist (including Oceanographer in Mexico and the United States)	Baccalaureate or Licenciatura Degree
Horticulturist	Baccalaureate or Licenciatura Degree
Meteorologist	Baccalaureate or Licenciatura Degree
Pharmacologist	Baccalaureate or Licenciatura Degree
Physicist (including Oceanographer in Canada)	Baccalaureate or Licenciatura Degree
Plant Breeder	Baccalaureate or Licenciatura Degree

Poultry Scientist  
Soil Scientist  
Zoologist

**TEACHER**

College  
Seminary  
University

Baccalaureate or Licenciatura Degree  
Baccalaureate or Licenciatura Degree  
Baccalaureate or Licenciatura Degree

Baccalaureate or Licenciatura Degree  
Baccalaureate or Licenciatura Degree  
Baccalaureate or Licenciatura Degree