



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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USA  
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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

| <b>PROFESSION</b>   | <b>MINIMUM EDUCATION REQUIREMENTS AND ALTERNATIVE CREDENTIALS</b>   |
|---|---|
| Accountant  | Baccalaureate or Licenciatura Degree; or C.P.A, C.A., C.G.A., or C.M.A.   |
| Architect   | Baccalaureate or Licenciatura Degree; or state/provincial license   |
| Computer Systems Analyst  | Baccalaureate or Licenciatura Degree; or Post-Secondary Diploma or Post Secondary Certificate and three years experience  |
| Disaster Relief Insurance Claims Adjuster (Claims Adjuster employed by an insurance company located in the territory of a Party, or an independent claims adjuster) | 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  |
| Economist   | Baccalaureate or Licenciatura Degree  |
| Engineer  | Baccalaureate or Licenciatura Degree; or state/provincial license   |
| Forester  | Baccalaureate or Licenciatura Degree; or state/provincial license   |
| Graphic Designer  | Baccalaureate or Licenciatura Degree; or post-secondary diploma and three years experience  |
| Hotel Manager   | 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   |
| Industrial Designer   | Baccalaureate or Licenciatura Degree; or post-secondary diploma or post-secondary certificate, and three years experience   |
| Interior Designer   | Baccalaureate or Licenciatura Degree; or post-secondary diploma or post-secondary certificate, and three years experience   |
| Land Surveyor   | Baccalaureate or Licenciatura Degree or state/provincial/federal license  |
| Landscape Architect   | Baccalaureate or Licenciatura Degree  |
| Lawyer (including Notary in the province of Quebec)   | L.L.B., J.D., L.L.L., B.C.L., or Licenciatura degree (five years); or membership in a state/provincial bar  |
| Librarian   | M.L.S. or B.L.S. (for which another Baccalaureate or Licenciatura degree was prerequisite)<br>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 |
| Management Consultant   |   |
| Mathematician (including statistician)  | Baccalaureate or Licenciatura Degree  |
| Range Manager/Range Conservationist   | Baccalaureate or Licenciatura Degree  |
| Research Assistant (working in a post-secondary educational institution)  | Baccalaureate or Licenciatura Degree  |
| Scientific Technician/ Technologist   | 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      |
| Social Worker   | Baccalaureate or Licenciatura Degree  |
| Sylviculturist (including forestry)   | 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