

Employee Checklist of Required Documents for TN Petition Request

Instructions: Prepare and submit all required documents from the list below to your UCSB Employing Department.

These documents will be added with the UCSB Employer Documents and sent to the Office of International Students & Scholar for review and assembly.

The completed TN petition packet will be mailed to the USCIS Vermont Service Center for adjudication.

Contact the OISS Scholar Advisor if you have questions regarding the TN petition documents.

The Completed Document Packet Should Consist Of The Following:

- One (1) Completed Employee Data Sheet**
- Three (3) sets of photocopies for the following documents:**

PROOF OF CANADIAN/MEXICAN CITIZENSHIP

- Passport Page** – should be valid for at least six months beyond the anticipated period of stay

EVIDENCE OF LEGAL NONIMMIGRANT STATUS
(Only if you are currently residing inside the US)

- I-94 Admission Record** (www.cbp.gov/i94)
- ALL US Entry Stamp(s)**
- ALL US Visa Stamp(s)** – For Mexican Citizens

EVIDENCE OF EDUCATION AND QUALIFICATIONS

- Diploma/Degree or Letter of Conferment**
- Official School Transcripts**
- For Proof of Employment History:**
 - Letters from Previous Employers or
 - Curriculum Vitae
- Personal Statement of True Photocopies**

If you did not receive a degree from an Academic Institution in Canada, Mexico or the US:

- Foreign Education Credentials Evaluation**
(see list of Professional Evaluators on Page 2)

If you are currently in one of the following nonimmigrant status:

- TN/TD: US Entry Stamp(s) and/or Notice(s) of Approval (Form I-797)**
- H-1B/H-4: Notice(s) of Approval (Form I-797)**
- F-1/F-2: I-20 Form(s)**
 - For F-1 Optional Practical Training: EAD card(s)**
- J-1/J-2: J DS-2019 Form(s)**
 - For J-2 Dependent: EAD card(s) *(if applicable)***

NOTE: Submit ALL J documents if you have ever been in any J visa categories (including J-2) for any period stay of stay in the US.

If you are currently or have ever been subject to the J-1 212(E) Two-Year Home-Country Physical Presence Residency Requirement – Submit the following:

- J Advisory Opinion Letter – or –**
- J-1 Waiver Approval Documents:**
 - **DOS Recommendation Letter [AND](#)**
 - **USCIS Approval Notice (Form I-612)**

If you have submitted an Immigration Petition – Submit the following:

- Copy of the I-140 Receipt/Approval Notice**
- Copy of the I-485 Receipt Notice**

ONLY for: TN Extension, Amendment, Concurrent Employment, or Change of Employer (Transfer) requests:

- The last four (4) pay statements with your current US employer
- The most recent W-2 statement (*if applicable*)

For Family Members Seeking TD-Dependent Status FROM INSIDE THE US:

NOT REQUIRED for family members intending to apply for TD- Dependent status from OUTSIDE the US

- One (1) completed Form I-539, Application to Extend/Change Nonimmigrant Status**
 - Downloadable at: www.uscis.gov/forms
 - Original form with signature
 - Primary applicant should be the spouse or first child
 - with subsequent family members listed on the supplement page
- \$290.00 Petition Fee**
 - **Single fee only** – covers all family members on the Form I-539
 - Personal check/money order made payable to: **US Department of Homeland Security**
- Two (2) sets of photocopies for each family member:**
 - Passport Validity Page**
 - I-94 Admission Record**
 - ALL Visa Stamp(s) and US Entry Stamp(s)**
 - Evidence of Legal Nonimmigrant Status ([see page 1](#))**
 - Marriage Certificate for Spouse***
 - Birth Certificate for each Child***

* Include a translation if the original document is not in English. Translations can be performed by the same Foreign Education Evaluation Service.

FOREIGN EDUCATION EVALUATION SERVICES

Josef Silny & Associates, Inc.

International Education Consultants

- Member of the National Association of Credential Evaluation Services (NACES)
- Corporate Member of the American Translators Associate (ATA)

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Additional NACES Members can be viewed at: <http://naces.org>