

UCSB Department Data Sheet For TN NAFTA Professionals Request

SECTION 1: Select Petition Type

- New TN employment
- Extension of Current TN Employment Without Changes to the Job Position
- Amendment to the Current Job Position
 (I.E., Changes to the Job Duties, Work Hours, Change of Employer, or Employment in a New NAFTA Profession)
- Change of Employer (Transfer of Current TN Employment Authorization to UCSB)
- Concurrent TN Employment
 (Adding UCSB as a Secondary Employer or Adding a Second Job Position at UCSB)

If you have a previously approved USCIS petition - Enter the receipt number on Form I-797: *(If Applicable)*

SECTION 2: Information About The Job Position

| | |
|-----------------------|---------------------|
| Name of the Employee: | Email Address: |
| Job Title: | UCSB Payroll Title: |

| | | |
|--------------------------------|-------------|-----------|
| Intended Period of Employment: | Start Date: | End Date: |
|--------------------------------|-------------|-----------|

NOTE: The Maximum Period for TN Employment is 3 Years for Each Request

| | | |
|---|---|---|
| Type of Position: Full-Time: (40 hrs/wk) Part-Time: _____ hrs/wk | Salary: Full Time: _____ annual Part-Time: _____ /hr (Divide Annual Salary by 2080) | Is this Position Eligible for Benefits? Yes - BELI LEVEL: _____ NO - Explain on TN Employment Request Letter |
|---|---|---|

Detailed Description of Job Duties: (Submit as Attachment if Needed)

Full Address for ALL Place(s) of Employment: (Include ANY Off-Campus Locations)

ATTESTATION BY THE UCSB EMPLOYER

I HEREBY APPROVE and ASSIGN the Office of International Students and Scholars permission to petition to the U.S. Immigration and Citizenship Services for request to grant the TN nonimmigrant status to the above-mentioned beneficiary so that he/she might fill a temporary appointment in a profession set forth in the NAFTA Treaty, Appendix 1603.D.1.

I certify that all information and documentation for this request are true and correct.

The TN employee's appointment will remain the same under the original terms and conditions as stated on the initial TN request. If the appointment should be renewed or amended based on significant changes to the job position, I will notify OISS in a timely manner to initiate a petition request to extend or amend the TN employee's nonimmigrant status.

UCSB EMPLOYING DEPARTMENT

Name and Full Address:

DEPARTMENT CHAIR/ DIRECTOR

Last Name:

First Name:

Email:

Phone Number:

Signature:

SUPERVISOR OF THE EMPLOYEE

Last Name:

First Name:

Title or Position:

Email:

Phone Number:

Fax Number:

Signature:

DEPARTMENT CONTACT PERSON

Last Name:

First Name:

Title or Position:

Email:

Phone Number:

Fax Number: