TN Department Checklist

Department scans and emails all required documents from the list below, including the Employee materials to the Office of International Students & Scholars at longtermvisa@sa.ucsb.edu

**TN Process:** Upon receipt of the TN materials OISS prepares the TN petition forms for the UCSB Employment Department’s approval signature. These are returned to OISS with required checks for packet preparation and the completed packet is returned to department for mailing by US Priority Mail to Immigration.

- □ Employee Document Packet materials
- □ TN Position Information sheet
- □ TN Employment Request Letter
- □ TN Petition Fee(s) - **NOTE:** not needed until the signed TN application is returned to OISS for packet compilation:
  - Separate checks for each fee payment
  - Made payable to: **US Department of Homeland Security**