ISS OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS

TN Position Information Sheet

- ☐ **New TN employment through change of status**
- ☐ **Extension of Current TN Employment**
- ☐ **Amendment to the Current TN Position**
- ☐ **Change of TN Employer**
- ☐ **Concurrent TN Employment**

Department Contact's Name: _____ Contact email: _____

Position Title: _____ Employee Name: _____

Start Date: _____ End Date: _____

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

☐ **Full-Time: (40 hrs/wk)** **Full-Time annual: $_____**

☐ **Part-Time: _____ hrs/wk** **Part-Time hourly: $ _____ /hr**

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

Full Department Address:

Employer's Authorization

I authorize the Office of International Students and Scholars to petition to the U.S. Immigration and Citizenship Services for the TN status on behalf of the above-mentioned employee.

Supervisor's name:

Email: Phone Number:

Signature: _____