TN Checklist

The documentation listed below are required of both Mexican and Canadian citizens, whether applying for a TN visa (Mexicans), initial admission to the United States, extension of stay, or a change of status to TN. Please complete the TN Request Form and collect all the supporting documents listed below. Submit all documents to Loveness Schafer, in the International Services office.

- Approved copy of HRS print screen
- Request Form (complete on-line on our website).
- If petition is required, check or money order for $325.00 filing fees. An additional $1225.00 premium processing fee must be included if expedite service is necessary. Checks and money orders must be made out to Department of Homeland Security, and must be drawn on a bank or other institution located in the United States. Premium processing fees guarantee that USCIS will process the petition within 15 calendar days, instead of the normal estimated processing time of 2 to 6 months. Filing and premium processing fees are the hiring/sponsoring department’s responsibility. However, where premium processing is necessary for personal reasons (such as personal travel not required for the job) the employee will be responsible for the premium processing fee. Each payment must have a separate check or money order in the exact amount.
- Copy of job offer letter or contract
- A letter from the head of the hiring unit providing a detailed job description, job requirements, salary offered, and the expected period of employment (start and end date). The letter should also explain how the employee meets the requirements for the job. See Sample Employer Letter for TN.
- TN beneficiary’s credentials, including copies of diplomas, transcripts, licenses, certificates or other educational credentials. Any degrees obtained outside the U.S., Canada or Mexico should be accompanied by a credentials evaluation by a reliable credentials evaluation service which specializes in evaluating foreign educational credentials.
- Resume/CV
- Copy of Form I-94 (if currently in the US)
- Copy of passport (Canadians may present other form of proof of citizenship)
- Copy of I-797 (TN approval notice as applicable) if requesting an extension; other copies of current immigration documents, if requesting change of immigration status.
**Dependents**

If the dependents are currently in the US and a petition with USCIS is required, the following documents must be compiled and submitted:

- Form I-539 (found on [www.uscis.gov](http://www.uscis.gov) website) must be filled out by a TD dependent.
- $290.00 check (flat fee regardless of number of dependents) made out to the Department of Homeland Security; employee is responsible for the fee.
- Copy of marriage certificate (for spouse); Copy of birth certificate (for child).
- Copy of passport.
- Copy of I-94 (if currently in the US).