

HEALTH SCIENCES CENTER NEW ORLEANS
LOUISIANA STATE UNIVERSITY SYSTEM
TN PETITION WORKSHEET

ONLY Canadian and Mexican citizens are eligible for TN status

Citizens of all other countries are eligible for TD status with qualifying relationship to TN principal

INSTRUCTIONS: In order to help the International Services Office process your TN petition, please complete this form and return it to with all required supporting documents. Type or print clearly. All questions MUST be answered. If not applicable, write "N/A". Please see checklist for additional documents required for this petition.

INFORMATION ABOUT THE BENEFICIARY

A. Personal

Last Name: _____ First Name: _____ Middle Name: _____

All Other Names Used: _____

Date of Birth: _____ e-mail: _____ Gender: Male Female
mm / dd / yyyy

Soc. Sec. No. (if available): _____ Marital Status: Married Single Children: Yes No

Country of Birth: _____ Country of Citizenship: _____ Province/State of Birth: _____

HSC School/Department Name & Sponsor Name: _____

Home Country Address: _____

US Home Address (if available): _____

Current Home Phone #: _____ Work Phone # in US: _____

Passport Country of Issuance: _____ Passport #: _____ Expiration Date: _____ Date Issued: _____
mm / dd / yy mm / dd / yy

Highest Degree Obtained (Please check only one box):

- a. Bachelor's degree (for example: BA, AB, BS)
- b. Master's degree (for example: MA, MS, MEng, MEd, MSW, MSB)
- c. Professional degree (for example: MD*, DDS, DVM, LLB, JD)
- d. Doctorate degree (for example: PhD, EdD)
- e. Other (must explain) _____

Major/Primary Field of Study: _____

B. Immigration Status (complete only if currently inside the US; if not currently in the US, check here)

Initial Arrival Date: _____ Most Recent Arrival Date: _____ 1-94 #: _____
mm / dd / yy mm / dd / yy

Current Non-immigrant Status: F-1 F-2 J-1 J-2 H-1B H-4 TN Other (specify): _____

Expiration Date (ending date on I-20, EAD, IAP-66, I-797, etc.) _____
mm / dd / yy

Do you have any plans to travel outside of the US between now and the proposed **start** date of this petition? Yes No

In addition, do you have any plans to travel outside of the US while this petition is **pending** with USCIS*? Yes No

If yes, please list dates of travel: _____

CONSULT WITH THE INTERNATIONAL SERVICES OFFICE BEFORE FINALIZING ANY TRAVEL PLANS!!

C. Visa Application Information (required)

Specify the City and Country of U.S.Embassy/Consulate where you will apply for your entry visa if outside the U.S. or if your change of status, amendment or extension of stay is denied by USCIS (if Canadian Citizen, specify port of entry or preflight inspection city): _____

Have you ever been in J status (J-1 or J-2)? Yes No

Have you been granted TN status? Yes No **Provide front and back copies of I-797 approval notices and I-94s.**

Have you been denied TN status? Yes No If yes, please explain below: (required)

Have you been absent from the US or present in the US in another immigration status during any time that you were approved for TN status? Yes No If yes, list dates and circumstances below:

Are you in exclusion or deportation proceedings? Yes No

Is/has LSU-HSC ever sponsored you for lawful permanent residence (green card)? Yes No

Do you have a lawful permanent resident petition (green card) approved or pending with USCIS? Yes* No

***If yes, you are likely ineligible to obtain or extend TN status due to the nonimmigrant intent requirement.**

*If yes, please indicate which applications are approved or pending: Form I-140 I-485 I-765 I-131 I-130

Do **you** have any **other** applications or petitions currently pending with USCIS? Yes No

If yes, please state what applications are pending and status requested: _____ (provide copy of Receipt Notice)

Do **your dependents** have any applications or petitions currently pending with USCIS? Yes No

If yes, please state what applications are pending and status requested: _____ (provide copy of Receipt Notice)

E. Family Information (All Applicants must answer)

1. I do not have dependents in the US.

2. My dependents do not require TD status.

3. I do have _____ number of dependents that require TD status.

If dependents (spouse and/or children) are currently in the US, request Form I-539 from LSU-HSC or download directly from the USCIS website (<http://www.uscis.gov/portal/site/uscis>) and see checklist for additional information.

I certify that I have read all information provided on this worksheet. The information above and documents submitted as they relate to the instant petition are true and correct. I understand that any misrepresentation of information or document fraud may result in termination of my employment at LSU-HSC. I also understand that information and materials submitted with this worksheet may be shared with other government agencies. In addition, I understand that my application could be delayed as a result of mandatory Department of Homeland Security (DHS) security checks. To the best of my knowledge, there is no adverse information that would negatively affect the TN petition. I understand that USCIS determines final approval of the TN petition.

Signature of TN Worker

Print Name of Worker

mm / dd / yy

TN WORKER CHECKLIST

Submit the following required documents – **even for extensions** (copies of previously submitted documents become part of the permanent record and cannot be reused).

Any document not in English must be translated.

NOTE: FOREIGN LANGUAGE DOCUMENTS, including diplomas, must be submitted with CERTIFIED translations. The translator must certify he/she is competent to translate and the translation is accurate. The certification format should include the certifier's name, signature, address and date of certification. (See Page 5, copy as needed.)

A. All applicants:

- 1. Copy of Social Security Card
- 2. Copy of ALL required diploma(s)/certificate(s)/licenses
- 3. Copy of transcript if your field of study is not indicated on diploma (highly recommended)
- 4. Credentials evaluation if degree earned abroad (highly recommended, but not required; for a list of evaluators, go to: <http://www.naces.org/members.htm>) or you may consider the following sites, which have sent previous certificates. www.aes-edu.org <<http://www.aes-edu.org> ; http://www.knowledgecompany.com/intro_english.html <http://www.educei.com> <<http://www.educei.com>/ (Applicable U.S. Degree Equivalency Certification is **HIGHLY RECOMMENDED** if degree obtained from non-U.S. Institution)
- 5. Current Curriculum Vitae (Résumé)
- 6. Unaltered Original Documents and Translation form (page 5)
- 7. If currently in the US: copy of I-94 (**front and back**), Entry visa, and Passport ID information pages
- 8. Copy of job offer letter for qualifying [NAFTA occupation](#).

B. *Health Care Workers requiring Certification: (Required even if degree is from a U.S. educational institution)

- 1. Copy/Original Health Care Worker Certification if seeking admission in one of the categories listed in [8 C.F.R. § 212.15\(c\)](#). (1) Licensed Practical Nurses, Licensed Vocational Nurses, and Registered Nurses. (2) Occupational Therapists. (3) Physical Therapists. (4) Speech Language Pathologists and Audiologists. (5) Medical Technologists (Clinical Laboratory Scientists) (6) Physician Assistants (7) Medical Technicians (Clinical Laboratory Technicians). Certificates can be obtained from several organizations, including: CGFNS: The Commission on Graduates of Foreign Nursing Schools <http://www.cgfns.org> (Authorized to issue certificates for all 7 health care occupations-Visa Screen).

IN ADDITION, anyone currently in the U.S. must submit the following:

C. If in F-1 or F-2 status:

- 1. Copies of all previous I-20(s) pages 3 & 4 (**front and back**)
- 2. Copies of Employment Authorization Document (EAD), and I-797 Approval Notice if applicable.
- 3. Proof of current employment if applicable (paystubs, verification letter, etc.)
- 4. If currently in F-2 status, also submit copies of F-1's I-94 and I-20(s) (**front and back**).

D. If in J-1 or J-2 status (Or have ever held J-1 or J-2 status)

- 1. Copies of all previous IAP-66(s) and/or Form DS-2019 (SEVIS and non-SEVIS), **front and back**
- 3. If currently in J-2 status, also submit copy of J-1's I-94 and DS-2019(s)(front and back)

D. If in H-1B, H-4, or O-1 status:

- 1. Copies of all previous I-797 Approval Notice(s) including those from other institutions
- 2. Copy of your two most recent pay stub or letter from current employer to show maintenance of H-1 status
- 3. If in H-4 status, also submit copies of H-1's I-94 (front and back) and evidence of H-1's maintenance of status (copies of most recent pay stub or letter from current employer).

**Submit this form and required evidence to the ISO contact person
for your department, not directly to ISO.**

TD DEPENDENT CHECKLIST

Submit the following required documents – even for extensions (copies of previously submitted documents become part of the permanent record and cannot be reused).

Any document not in English must be translated

E. If Dependent(s) who are applying for TD status are in the US:

- 1. Completed Form I-539 (dependents' application to request an extension of stay and/or change of status).
Form I-539 is available from the USCIS website. **NOTE:** This form is to be completed *only* by your dependents.
Do NOT include your name or information on this form.
- 2. Copies of evidence of relationship, for example, marriage certificate or birth certificate
- 3. Copies of dependents' previous I-797 Approval Notice(s), if applicable (**front and back**)
- 4. Copies of dependent's I-94(s), entry visa(s), passport information page(s) and any other evidence of entering legally and maintaining status
- 5. USCIS Petition fee for I-539 of \$290 (check or money order in U.S. dollars, drawn on a U.S. bank, made payable to the "Department of Homeland Security" payable by the beneficiary)

F. If Dependent(s) who are applying for TN status are outside the U.S.:

- 1. Copies of each dependent's passport information page (To allow support letter to be prepared.)
- 1. Copies of each dependent's TD entry visa (required for all non-Canadian citizens)

**Submit this form and required evidence to the ISO contact person
for your department, not directly to ISO.**

UNALTERED ORIGINAL DOCUMENTS

TO THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES

Copies of documents submitted are exact copies of unaltered original documents. I understand that I may be required to submit original documents to an Immigration or Consular official at a later date.

Print Name of TN Worker

Signature of TN Worker

Date Signed

TRANSLATION OF FOREIGN LANGUAGE DOCUMENT(S)

(Translations must be done by someone other than yourself *or immediate family members.*)

I, _____, hereby certify that I am competent to translate from the _____ language into English and that the attached is the accurate translation of the original document(s).

Print Name & Title of Translator

Signature of Translator

Date Signed