

## TN NONIMMIGRANT WORKER ORIENTATION AND INFORMATION SHEET

You have been or will be classified as a TN Nonimmigrant worker and authorized by the U.S. Citizenship and Immigration Service (USCIS) to work at Louisiana State University Health Sciences Center (LSUHSC).

### Employment issues

#### TN Approval through I-129 petition:

As a TN worker, you are authorized to work for HSC beginning with the start date on your I-797 Approval Notice. You may **not** begin work before that date under any circumstances. You are authorized to work through the day on the end date indicated on your I-797 approval notice. CBP officers should include an *official* ten day grace period, allowed for TN workers to depart the U.S., when they admit TN workers, and will indicate this on the I-94. **Be very cautious about this.**

For example, A TN worker is approved for TN status from 1/1/2017-12/31/2020 as indicated on the I-797 Approval Notice. The CBP officer at the port of entry marks the I-94 with an end date of 1/10/2021, ten days after the TN expiration allowing the grace period. Even though the I-94 indicates the person is admitted in TN status until 1/10/2021, the person is not authorized to work past 12/31/2020, the end date on their approval notice from USCIS. Working past this date, even inadvertently, is unauthorized employment.

#### TN Approval through travel and entry:

As a TN worker, you are authorized to work for HSC beginning with the admission date on your Form I-94. You are authorized to work through the date indicated on your Form I-94. **Be very cautious about this.** Working past this date, even inadvertently, is unauthorized employment.

In order to maintain your TN status, you must maintain your employment, as indicated on your H1B petition. If an H1B worker resigns from their position or are terminated, they **may** be considered out of status the day following their last day of work for their sponsor. TN workers benefit from a maximum of 60 consecutive days “grace period” of unemployment (during which they may remain in the United States). This period is intended to facilitate transition between employers and/or provide additional time for filing required USCIS paperwork or prepare to depart the U.S.

TN workers are authorized to work **only** for the entity that sponsors their TN or whose job offer was used to obtain TN entry. If HSC sponsors your TN, you are **only** permitted to perform work for HSC. Occasionally, HSC employees may be invited to give a presentation or lecture at another institution or entity in exchange for payment. While it is permissible to do a lecture/presentation at another institution, and allow them to cover any expenses associated with the invitation, it is **not** permissible to accept payment of any kind from any entity other than HSC. Doing so is a violation of your TN status and will be considered unauthorized employment. Adjunct appointments at other institutions may also be considered unauthorized employment for TN workers sponsored by HSC.

For your benefit and to protect LSUHSC from liability for unauthorized employment, it is extremely important that you notify the Office of International Services Office **before** there is any change in your title or job duties. If your department would like to make any kind of change listed above, notify ISO before any change occurs. Failure to do so may result in you performing work that is not permitted by your TN visa, a violation of your status and a liability for HSC.

#### Documentation issues

If you are required to have a passport to be admitted to the U. S., **you** must keep that passport valid during period of stay requested.

If you leave the United States and re-enter with a passport whose validity is less than the TN approval period granted by USCIS, the CBP officer may limit your authorized period of stay to the date your passport expires, or for some countries up to six months before the passport expiration date. The date put on your I-94 card by CBP automatically changes your (and your TD dependents') period of authorized stay. It is mandatory that we are advised and provided a copy of each new I-94 issued to you so we can ensure you do not work without proper authorization and work to resolve any issues as soon as possible.

You are required to notify USCIS **within 10 calendar days** of any change in your residential address. International Services cannot do this for you. You may notify USCIS using a form AR-11 either by mail or [online](http://www.uscis.gov) (www.uscis.gov). If you use the online form, you can immediately obtain a paper copy for you records by printing it from the website. Please provide International Services a copy of the completed AR-11 so we may update your records. Do not forget to notify other HSC departments, such as HRM of your address change.

#### TD Dependents

Dependents in TD status do not have work authorization, and are not eligible to apply for it while in TD status. This means that they are not eligible to receive any funds of any kind from a U.S. entity, including stipends and scholarships.

TN dependents are able to study at all levels while in this status and may attend full time classes in pursuit of a degree at the University level.

TN dependent status is based on the status of the TN who is their sponsor. If the TN violates the TN restrictions and falls out of status, the TD dependents are also automatically considered out of status. If the TN's period of authorized stay is shortened based on passport expiration or due to filing of an amended TN petition, the TD's authorized period is also automatically shortened to match the TN's authorized period.

I have read and understood the above as related to my TN status and that of my dependents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name of TN worker

\_\_\_\_\_  
Date