https://mycsun.app.box.com/representation/file_version_28929900447/image_2048/1.png?shared_name=r6x373ksc0hnfhvlc772wbcpjwd7yqk6  
**TN Professionals under NAFTA-USMCA - Beneficiary Data Collection Form  
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The TN category was developed as part of the North American Free Trade Agreement (NAFTA), to facilitate the entry of Canadian and Mexican citizens to the United States to engage in professional business activities on a temporary basis.

Only occupations specified in [Appendix 2 to Annex 16-A of Chapter 16 of the USMCA](https://www.nafsa.org/regulatory-information/8cfr2146?_ga=2.74342162.1090559155.1719266867-391563316.1719266867#2146c)can serve as the basis for TN employment. The appendix also stipulates the minimum qualifications for entry into the U.S. in each occupation.

The procedures for acquiring TN status differ for Canadians and Mexicans.

* A Mexican citizen must obtain a TN visa from a U.S. consulate before being eligible to apply for admission to the United States in TN status.
* A Canadian citizen does not require a TN visa. A Canadian simply presents the required supporting documentation at a U.S. port-of-entry, and is admitted directly in TN status.

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| **Requested Action** (check one) |

Canadian and Mexican citizens can be admitted to the United States in TN status in increments of up to 3 years. Extensions of stay are also granted in up to 3-year increments.

**New TN**  **Extension TN**

Please indicate the duration of stay:  
  
 **One Semester**  **Two Semesters**   **One Year**   **Two Years**   **Three Years**  
Please enter exact dates: From: Click or tap to enter a date. To: Click or tap to enter a date.

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| **Information about the TN-NAFTA applicant** |

**Legal Name as shown on Passport:**

Last Name (Family Name): Click or tap here to enter text. First Name: Click or tap here to enter text.

Middle Name:Click or tap here to enter text. Passport Name: Click or tap here to enter text.

**Biographical Information:**

Birth date: Click or tap to enter a date. Country of Citizenship: Click or tap here to enter text.

Country of Legal Permanent Residence: Click or tap here to enter text.

**Current U.S. Address** *(if applicable)***:**Street: Click or tap here to enter text. City: Click or tap here to enter text. State: Click or tap here to enter text.

Postal Code/Zip Code: Click or tap here to enter text. Home Phone Number: Click or tap here to enter text.

Cell Phone Number: Click or tap here to enter text. U.S. Email Address: Click or tap here to enter text.

**Permanent Foreign Address**:Street: Click or tap here to enter text. City: Click or tap here to enter text.

State/Providence: Click or tap here to enter text. Country: Click or tap here to enter text.

Postal/Zip Code: Click or tap here to enter text. International Home Phone Number: Click or tap here to enter text.

International Cell Phone Number: Click or tap here to enter text.

International Email Address: Click or tap here to enter text.

**Educational Background:**The TN minimum education requirements are based on education or training received from an educational institution located within Canada, Mexico, or the United States. Degrees received by the applicant from an educational institution not located within Canada, Mexico, or the United States must be accompanied by an evaluation by a reliable credentials evaluation service which specializes in evaluating foreign educational credentials.

Highest Degree earned: Click or tap to enter a date. Field of Study: Click or tap here to enter text.

Date Degree Conferred: Click or tap here to enter text. University: Click or tap here to enter text.

**University Address for last degree earned:**

Number and Street: Click or tap here to enter text. City, State: Click or tap here to enter text.

Zip Code: Click or tap here to enter text. Country: Click or tap here to enter text.

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| **Sponsor Academic Department Information** |

College: Click or tap here to enter text. Host Department/Program: Click or tap here to enter text.

Mail Code: Click or tap here to enter text. TN employee Supervisor: Click or tap here to enter text.

Supervisor Email: Click or tap here to enter text. Ext#: Click or tap here to enter text.

Host Department Administrative Contact Name: Click or tap here to enter text.

Admin Contact Email: Click or tap here to enter text. Ext#: Click or tap here to enter text.

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| **Position Information** |

**Payroll title of the position:** PT Lecturer, FT Lecturer, Postdoctoral Scholar, Research Fellow, Research Technician:

Click or tap here to enter text. Annual Salary: Click or tap here to enter text.  Research Position  Teaching Position

For researcher/scholar, indicate the typical work schedule:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
|  |  |  |  |  |  |  |

Provide a brief description of the proposed position duties. (Be specific and concise):

Note: A TN nonimmigrant may not work outside the scope of his or her TN employment.

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| **Supervising Department Certification** |

**Read and initial the following statements:**

**\_\_\_\_\_** I hereby certify that the information in this form is correct and complete.

**\_\_\_\_\_** I understand that the TN recipient must possess the minimum qualifications for the occupation as specified by the Code of Federal Regulations. The most common minimum qualifications include a Baccalaureate degree and, if required for the profession, licensure.

**\_\_\_\_\_** I understand that the TN-NAFTA regulations contain no provision to allow applicants to substitute experience for a required academic degree.

**\_\_\_\_\_** I understand that the TN professionals must be able to document that they possess the minimum qualification by presenting a diploma, certificate, license, etc. with the application for TN status.

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| **Signatures of Approval** |

**TN employee’s Supervisor:**

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Name / Title Signature Date Phone Ext.

**Department Chair:**

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Name / Academic Department Signature Date Phone Ext.

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Name / College Signature Date Phone Ext.

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| **Checklist of Supporting Documents \*Do Not send via email\*** |

Upload to a BOX (https://mycsun.account.box.com/login) folder any of the additional documents and information listed below that are applicable:

Detailed offer of employment on company letterhead with original signature

Proof of Canadian or Mexican citizenship

Copy of diploma, certificate, license, etc.