

About TN Status

The TN (Trade NAFTA) status 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.

Eligibility

To be eligible for TN status, a potential employee must:

- Be a citizen of Canada or Mexico. Landed immigrants and permanent residents of Canada and Mexico do not qualify.
- Be employed (part-time or fulltime) in a position listed on the TN Occupations List (see below).
- Possess the minimum qualifications for that position, as listed on the TN Occupations List (see below).
- Have plans for a temporary stay. Longer-term positions (such as tenure-track faculty positions) are not appropriate for TN status.

Duration

TNs can be admitted to the United States for up to 3 years initially and are eligible for extensions of stay in up to 3-year increments. TN status can be renewed indefinitely, provided that the position remains temporary in nature. However, it is worth noting that it can become increasingly difficult for the TN to prove that the stay will be temporary the longer he or she remains in the United States. Therefore, if a position is longer-term, it may be more advisable to apply for another status, such as H-1B, on the individual's behalf.

TN is a nonimmigrant status. This means that, in order to be eligible for TN status, an individual must have intentions of returning to the home country when the U.S. employment is finished. If, instead, the intention is for the individual to apply for permanent residency and remain in the United States permanently, TN status is not appropriate.

Obtaining TN Status

By travel:

Mexicans are required to apply for a TN visa at a U.S. consulate or embassy. They should visit the website of the consulate or embassy they will visit to prepare for their visa interview and learn about the documents required for their appointment. Canadians are exempt from the visa requirement and will apply for TN status when entering the United States.

Both Canadians and Mexicans will need, at minimum, the following documents when entering the country or, in the case of Mexican TNs, applying for a TN visa at a U.S. consulate or embassy. It is advisable for the TN to carry originals and photocopies of all documents listed.

1. A passport, valid for at least six months beyond the period of stay requested.
2. A letter from the employing department, which includes the following information. ISSS will be happy to advise on the departmental letter, if requested.
 - The purpose of entry
 - The NAFTA occupation to be performed in the United States (from the TN Occupations List, see below)

- The duties to be performed in the United States
 - The anticipated length of stay
 - A statement that the purpose of the entry is temporary in nature
 - A description of the educational qualifications which demonstrate the employee's professional-level status
 - Information about the payment for the services to be rendered
3. Diploma and transcripts.*
 4. Any licenses or certifications that are required for the position.*
 5. A copy of the TN Occupations List (see below), with the appropriate occupation marked.
 6. TN reciprocity fee (around \$50 cash, Canadians only) or the visa application fee (Mexicans only).

*Any credentials obtained outside the United States, Canada or Mexico should be accompanied by a credentials evaluation. If seeking to prove experience to meet the TN requirements, the applicant should submit letters from previous employers or business records for proof of self-employment. The Department of State and the Department of Homeland Security have the right to request all documents in original form, so the applicant should be prepared with originals or certified copies when entering the country and applying for a TN visa.

By mail:

If the potential employee is in the United States, it may be possible to change status to TN by mail or by travel. Follow the procedures outlined in the "Extension Procedure" section below.

Arrival

Canadians and Mexicans may enter the United States through a U.S. Class A port of entry, a U.S. airport handling international traffic, or certain pre-flight inspection locations. The TN may be photographed and fingerprinted, and will be issued an I-94, which should be annotated with the correct status (i.e., TN), the expiration date of that status (i.e., up to three years from the date of admission), and a "multiple entry" notation. *It is important for visitors to check their I-94 to ensure that the annotation on the document is correct.*

Although TNs are not required to attend a formal check-in or orientation with ISSS, we must have documentation of their presence on campus. Therefore, we collect the following documents and photocopies for all UI TN employees. Please submit these materials to ISSS via fax, campus mail, or e-mail (iss-scholars@illinois.edu) as soon as possible after each TN's arrival to campus:

- Staff Data Sheet (found under the Forms tab on the ISSS website)
- Passport ID page, including expiration date
- TN visa (Mexicans only)
- I-94 (front and back)
- Departmental letter

Employment

While in the United States, a TN is only permitted to be employed in the position outlined in the departmental letter presented during his initial visa appointment and/or entry. He may not accept jobs with other employers or be self-employed in TN status. If the job details will change significantly from what is listed in the departmental letter, it will become necessary to apply for an amendment to the TN status. This can be done by mail or by travel. See the "Extension Procedure" section below.

Extension Procedures

TNs can apply for an extension of up to three years either by leaving and re-entering the United States through an authorized port of entry (i.e., by travel), or by filing an application with USCIS (i.e., by mail). TNs are also given these options for applying for a change of status to TN, or requesting an amendment (change) to their current TN employment.

The procedure and documentation required for an extension (or change of status or amendment) *by travel* is the same as what was required for the initial application. See the "Application Procedure" section above. The employing department will have to issue an updated letter that lists the new employment dates, job duties, etc. Mexican TNs may have to apply for a new TN visa for their return, so should take care to allow sufficient time abroad for the required visa application process.

If the TN is not willing or able to travel, it is possible to apply for an extension (or change of status or amendment) *by mail*. In this case, the employing department will work with ISSS to submit an I-129 and supplementary documents to the USCIS California Service Center. If you plan to apply for TN status for a (potential) employee by mail, please contact ISSS for further instructions. The ISSS processing fee for a TN application is \$250. Also required will be:

- USCIS processing fee of \$320
- USCIS premium processing fee of \$1000 (optional)
- Documentation establishing the individual's eligibility for TN status (see the "Application Procedure" section above)
- Proof of the individual's current immigration status

Dependents

Dependents of TNs hold TD (Trade Dependent) status. In order to apply for TD status, an individual must be the spouse or minor child of a TN, and must have documentation to prove such (i.e., marriage or birth certificate). TDs may not work, but may study part-time or fulltime.

TN Occupations List

Occupation	Minimum qualifications
Accountant	Baccalaureate or Licenciatura Degree; or C.P.A., C.A., C.G.A., or C.M.A
Architect	Baccalaureate or Licenciatura Degree; or state/provincial license.* (*notes: The terms "state/provincial license" and "state/provincial/ federal license" mean any document issued by a state, provincial, or federal government, as the case may be, or under its authority, but not by a local government, that permits a person to engage in a regulated activity or profession.)
Computer Systems Analyst	Baccalaureate or Licenciatura Degree;

	<p>or Post-Secondary Diploma * or Post Secondary Certificate * and three years' experience. (*notes: 'Post Secondary Diploma' means a credential issued, on completion of two or more years of post secondary education, by an accredited academic institution in Canada or the United States; 'Post Secondary Certificate' means a certificate issued, on completion of two or more years of post secondary education at an academic institution, by the federal government of Mexico or a state government in Mexico, an academic institution recognized by the federal government or a state government, or an academic institution created by federal or state law.)</p>
Disaster relief insurance claims adjuster	<p>(refers to a claims adjuster employed by an insurance company located in the territory of a Party, or an independent claims adjuster) Baccaureate or Licenciatura Degree and successful completion of training in the appropriate areas of insurance adjustment pertaining to disaster relief claims; or three years experience in claims adjustment and successful completion of training in the appropriate areas of insurance adjustment pertaining to disaster relief claims.</p>
Economist	Baccaureate or Licenciatura Degree.
Engineer	Baccaureate or Licenciatura Degree; or state/provincial license.
Forester	Baccaureate or Licenciatura Degree; or state/provincial license.
Graphic Designer	Baccaureate or Licenciatura Degree; or Post- Secondary Diploma or Post-Secondary Certificate and three years experience.
Hotel Manager	Baccaureate or Licenciatura Degree in hotel/ restaurant management; or Post-Secondary Diploma or Post Secondary Certificate in hotel/restaurant management and three years experience in hotel/restaurant management.

Industrial Designer	Baccalaureate or Licenciatura Degree; or Post- Secondary Diploma or Post Secondary Certificate, and three years experience.
Interior Designer	Baccalaureate or Licenciatura Degree or Post- Secondary Diploma or Post-Secondary Certificate, and three years experience.
Land Surveyor	Baccalaureate or Licenciatura Degree or state/ provincial/federal license.
Landscape Architect	Baccalaureate or Licenciatura Degree.
Lawyer (including Notary in the province of Quebec)	L.L.B., J.D., L.L.L., B.C.L., or Licenciatura degree (five years) or membership in a state/provincial bar.
Librarian	M.L.S., or B.L.S. (for which another Baccalaureate or Licenciatura Degree was a prerequisite).
Management Consultant	Baccalaureate or Licenciatura Degree; or equivalent professional experience as established by statement or professional credential attesting to five years experience as a management consultant, or five years experience in a field of specialty related to the consulting agreement.
Mathematician (including Statistician and Actuary)	Baccalaureate or Licenciatura Degree. An Actuary must satisfy the necessary requirements to be recognized as an actuary by a professional actuarial association or society.
Range Manager/Range Conservationist	Baccalaureate or Licenciatura Degree.
Research Assistant (working in a post-secondary educational institution)	Baccalaureate or Licenciatura Degree.
Scientific Technician/Technologist*	Possession of (a) theoretical knowledge of any of the following disciplines: agricultural sciences, astronomy, biology, chemistry, engineering, forestry, geology, geophysics, meteorology, or physics; and (b) the ability to solve

	practical problems in any of those disciplines, or the ability to apply principles of any of those disciplines to basic or applied research. (*notes: A business person in this category must be seeking temporary entry for work in direct support of professionals in agricultural sciences, astronomy, biology, chemistry, engineering, forestry, geology, geophysics, meteorology or physics.)
Social Worker	Baccalaureate or Licenciatura Degree.
Sylviculturist (including Forestry Specialist)	Baccalaureate or Licenciatura Degree.
Technical Publications Writer	Baccalaureate or Licenciatura Degree, or Post-Secondary Diploma or Post-Secondary Certificate, and three years experience.
Urban Planner (including Geographer)	Baccalaureate or Licenciatura Degree.
Vocational Counselor	Baccalaureate or Licenciatura Degree.
MEDICAL/ALLIED PROFESSIONALS	
Dentist	D.D.S., D.M.D., Doctor en Odontologia or Doctor en Cirugia Dental or state/provincial license.
Dietitian	Baccalaureate or Licenciatura Degree; or state/ provincial license.
Medical Laboratory Technologist (Canada)/Medical Technologist (Mexico and the United States)*	Baccalaureate or Licenciatura Degree; or Post-Secondary Diploma or Post-Secondary Certificate, and three years experience. (*notes: A business person in this category must be seeking temporary entry to perform in a laboratory chemical, biological, hematological, immunologic, microscopic or bacteriological tests and analyses for diagnosis, treatment, or prevention of diseases.)
Nutritionist	Baccalaureate or Licenciatura Degree.

Occupational Therapist	Baccalaureate or Licenciatura Degree; or state/provincial license.
Pharmacist	Baccalaureate or Licenciatura Degree; or state/ provincial license.
Physician (teaching or research only)	M.D. Doctor en Medicina; or state/provincial license.
Physiotherapist/Physical Therapist	Baccalaureate or Licenciatura Degree; or state/provincial license.
Psychologist	State/provincial license; or Licenciatura Degree.
Recreational Therapist	Baccalaureate or Licenciatura Degree.
Registered nurse	State/provincial license or Licenciatura Degree.
Veterinarian	D.V.M., D.M.V., or Doctor en Veterinaria; or state/provincial license.
SCIENTIST	
Agriculturist	(including Agronomist) Baccalaureate or Licenciatura Degree.
Animal Breeder	Baccalaureate or Licenciatura Degree.
Animal Scientist	Baccalaureate or Licenciatura Degree.
Apiculturist	Baccalaureate or Licenciatura Degree.
Astronomer	Baccalaureate or Licenciatura Degree.
Biochemist	Baccalaureate or Licenciatura Degree.
Biologist (including Plant Pathologist)	Baccalaureate or Licenciatura Degree.
Chemist	Baccalaureate or Licenciatura Degree.
Dairy Scientist	Baccalaureate or Licenciatura Degree.
Entomologist	Baccalaureate or Licenciatura Degree.

Epidemiologist	Baccalaureate or Licenciatura Degree.
Geneticist	Baccalaureate or Licenciatura Degree.
Geochemist	Baccalaureate or Licenciatura Degree.
Geologist	Baccalaureate or Licenciatura Degree.
Geophysicist	(including Oceanographer in Mexico and the United States) Baccalaureate or Licenciatura Degree.
Horticulturist	Baccalaureate or Licenciatura Degree.
Meteorologist	Baccalaureate or Licenciatura Degree.
Pharmacologist	Baccalaureate or Licenciatura Degree.
Physicist	(including Oceanographer in Canada) Baccalaureate or Licenciatura Degree.
Plant Breeder	Baccalaureate or Licenciatura Degree.
Poultry Scientist	Baccalaureate or Licenciatura Degree.
Soil Scientist	Baccalaureate or Licenciatura Degree.
Zoologist	Baccalaureate or Licenciatura Degree.
TEACHER	
College Teacher	Baccalaureate or Licenciatura Degree.
Seminary Teacher	Baccalaureate or Licenciatura Degree.
University Teacher	Baccalaureate or Licenciatura Degree.