

# UNIVERSITY of HOUSTON

## TN Employee Checklist & Questionnaire

### Checklist of Documents to be submitted to the UH Immigration Specialist:

- Up-to-date Curriculum Vitae or Resume.
- Copy of educational documents: degree transcripts and diploma. If degree is not in English, include certified translation. NOTE: If your highest degree was earned outside the U.S. or Canada, you must include a Credential Evaluation.
- Passport biographical page (page with photograph) and, if applicable, page extending passport validity (for passport renewals).
- U.S. visa stamp\* (full-page sticker with your photograph) in the passport used for entry into the U.S.
- If in the U.S.: Admission stamp in passport from date of most recent entry into the U.S. and: Printout of electronic I-94 entry record, downloaded from <http://cbp.gov/i94> -or- front and back of latest I-94 card (white paper card issued at entry to the U.S.).
- If ever in F-1 or F-2 status: Form I-20, and EAD card (if any)
- If ever in J-1 or J-2 status: Form DS-2019, any/all J visa stickers in passport, and J-1 waiver documents (No Objection Letter, I-612 approval notice), if applicable. Failure to submit J-1 waiver materials can prevent or delay your ability to enter TN status.
- If ever in H-1B status: all H visa stickers in passport, and all Forms I-797 for approval and/or denial. If you are currently in H-1B status: Pay stubs for the most recent 3 months, which we will submit to USCIS as evidence of maintenance of your current H-1B employment.
- If ever in TN status: any/all entry stamps in your passport, TN visa stamps\*, and I-797 Approval Notices;
- USCIS notices (form I-797) for receipt, approval, or denial of any applications including I-129, I-140, I-765.
- Employment Authorization Card (EAD), if any. (Applicable for F-1 OPT, J-2 spouse, or Advanced Parole)

**Please provide copies ONLY – USCIS will not return originals. Please do not staple any documents.**

### Questionnaire to be completed by the Prospective TN Employee:

Last Name

First Name

Middle Name

Maiden name or other names used (if applicable):

U.S. Social Security Number (if any):

Alien Number / A # / USCIS # (if any):

U.S. Residential Address:

Foreign Address:

For Mexican citizens: U.S. Embassy or Consulate where visa stamping\* appointment will be scheduled:

City:

Country:

\*The visa stamp is the full-page sticker in the passport that allows you to request entry to the U.S. in a specific status type, such as TN. When applying for a new TN, if an extension or change of status cannot be granted from within the U.S., you may be required to complete the process by obtaining a visa stamp at the U.S. Consulate you specify. Visa stamping is required if applying for a new TN from outside the U.S.

**Canadian passport-holders are not required to obtain visa stamps to enter the U.S.**

# UNIVERSITY of HOUSTON

## TN Employee Checklist & Questionnaire

What is your current U.S. immigration status? (check one):

Outside the U.S.

Inside the U.S.:

Most recent date of entry to the U.S.:

Current status type (F-1, J-1, H-1B, etc):

Date current status will end or expire:

Have you ever been in the U.S. in TN status?

No

Yes, from

to

Have you ever been denied TN status?

No

Yes

Have you ever been in the U.S. in J-1 status?

No

Yes, from

to

Have you ever been in the U.S. in J-2 status?

No

Yes, from

to

Are you in removal proceedings?

No

Yes

Has UH ever filed an I-140 petition for you, as part of an application for Permanent Residence (Green Card)?

No

Yes

Do you have any dependents (spouse or children) in the U.S. applying for "TD" status with you at this time?

No

Yes

If yes: how many?

**Note:** the Immigration Specialist at UH does not prepare the I-539 packet for "TD" dependent(s) status.

As a courtesy, the Immigration Specialist may attach the I-539 packet for TD to your TN application, so that both applications are processed by USCIS at the same time. The Immigration Specialist cannot provide legal guidance on completion of the I-539 Form and packet. The I-539 Form and instructions can be found at <http://www.uscis.gov/i-539>.

It is the employee and their dependent(s) responsibility to prepare the I-539 Form, the application fee, and any pertinent supporting documents, and give these items to the Immigration Specialist in a timely fashion.

**Please provide copies ONLY – USCIS will not return originals. Please do not staple any documents.**

I attest that all documents provided in support of this application are true copies of the originals, and that the information provided above is true and accurate. I authorize the Immigration Specialist to access my I-94 record via [www.cbp.gov/i94](http://www.cbp.gov/i94) for the purposes of confirming my most recent I-94 number for this H-1B application.

Your Name (printed)

Your Signature

Date