

TN Information Sheet for Employees

1. Name: *As it appears on your passport*

<i>Family Name</i>	<i>First</i>	<i>Middle</i>
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2. Email Address: _____ Phone: _____

3. Date of Birth (mm/dd/yyyy): _____ 4. Male Female

5. All Other Names Used (*include maiden name and names from all previous marriages*)

6. Social Security # _____

7. A# (if any): _____

8. **Province** of Birth _____ Country of Birth: _____

9. Country of Citizenship: _____

10. Information on current status. (All dates should be written *mm/dd/yyyy*)

Date of Last Arrival: _____ I-94#:_____

Current Nonimmigrant Status: _____ Date Status Expires: _____

SEVIS Number (if currently in F or J status) _____

Employment Authorization Number (*this is only for F-1 on OPT or J-2 with work authorization*)

Passport Number: _____ Date Passport Issued: _____

Passport Expiration Date: _____

Current U.S. address: _____

11. Do you have dependents? Yes No If yes, please list.

27. Do you have dependents? Yes No If yes, please list:				
Name as it appears on passport	Age	Relationship to you	Current Status (if in the U.S.)	Will this person need an TD? Yes or No

(Attach a separate sheet if additional space is needed.)

12. Have you or your dependents *ever* been denied an immigration benefit? Yes No
If yes, explain on a separate sheet of paper.
13. Do you have any criminal history? Yes No
If yes, explain on a separate sheet of paper.
14. Are you or any dependents in exclusion or deportation hearings? Yes No
15. Have you ever been classified as a TN? Yes No
16. Have you ever been denied TN status? Yes No
17. Do you plan to travel outside the U.S. in the next 6 months? Yes No
18. Have you ever been a J-1 exchange visitor or J-2 dependent of a J-1 exchange visitor? Yes No

If yes, provide the dates you maintained status as a J-1 or J-2.

FROM	TO	FROM	TO

(Attach a separate sheet, if additional space is needed.)

19. Has anyone ever submitted an immigrant (permanent residency) petition for you or your dependents? Yes No
20. Highest Academic Degree Earned: _____
Name of University that granted the degree: _____
(If not from an institution in the U.S., you will need an Education Credentials Evaluation. See credential evaluator listing below.)
21. Major Field of Study: _____
22. If currently in TN status, provide name of current employer.

Expected last day of employment with this employer. _____

All the above information is complete and accurate.

Signature: _____ Date: _____

KANSAS STATE
UNIVERSITY

International Student
& Scholar Services

2012 Tunstall Cir, Suite 104 || Jardine Complex, Building 7
Manhattan, KS, 66502 U.S.A.
Phone: (785) 532-6448 - Fax: (785) 532-6607
E-mail: isss@ksu.edu
ksu.edu/isss - facebook.com/isssksu

DOCUMENT CHECKLIST

☐ TN Information Sheet

Please note that you must submit 3 copies of all the documents listed below.

- ☐ Copy of your diploma and transcripts.
- Diploma and transcripts must be translated into English. See below for translation certification information.
 - If your degree is from outside the U.S., you must submit a credentials evaluation. A list of professional evaluators are listed below. You should request a general evaluation for visa purposes. The evaluator will issue a report that states the degree you earned outside the U.S. is equivalent to the same in the U.S.
- ☐ Copy of your Curriculum Vitae.
- ☐ Copy of your passport ID page
- ☐ Copy of your I-94.
- ☐ Verification of current immigration status. The documentation is listed below.
- **If presently in F status**, a copy of pages 1 and 3 of all Forms I-20 issued to you and a copy of your employment authorization document (EAD) if on optional practical training (OPT). If you are an F-2, include your spouse's Form I-94, current I-20, and current EAD (if applicable).
 - **If you are presently in J status or were ever in J status**, a copy of all DS-2019s issued to you. If you were subject to the two-year home residency requirement, also include a waiver approval notice from USCIS. If the waiver has not yet been approved, then submit the letter recommending the waiver from the U.S. Department of State. If you are a J-2, include your spouse's I-94, current DS-2019, and any EADs issued to you.
 - **If in TN status**, a copy of all previous TN approval notices (Form I-797), if applicable and your 3 most recent pay statements. If you are not currently employed at K-State, you must maintain employment with your current employer until the K-State TN petition start date. If you are a TD, (dependent of a TN) include your spouse's I-94 and I-797 TN approval notice as well as all your I-797 approval notices.
- ☐ Copy of your current visa

FOR POSITIONS REQUIRING LICENSURE, ADD:

- ☐ Copy of the license or other authorization required by the state to practice your profession.

If filing for dependents to change to or extend TD status(for those in the U.S.) submit 2 copies of the following:

- ☐ Form I-539. This form must be completed and signed by the dependent. This form can be downloaded from the form section at uscis.gov.
- ☐ Fee for the I-539 - \$290 check payable to the Department of Homeland Security.

- ☐ Proof of dependent relationship to TN applicant [marriage/birth certificate and English translation]. Please see below for translation certification information.
- ☐ Copy of the I-94 for each dependent
- ☐ Passport identification page for each dependent.
- ☐ Evidence of current nonimmigrant status, if in the U.S., including ALL previously issued I-20 or DS-2019s and, EAD cards held at any time in the past.
- ☐ If currently in TD (dependent) status, copies of all I-797's (Approval Notices), if applicable.

Education Credentials Evaluators

Education Record Evaluation Service, Inc.
www.eres.com
edu@eres.com
 916-921-0790

Education International, Inc.
www.educationinternational.org
edint@gis.net
 781-235-7425

Educational Credential Evaluators
www.ece.org
eval@ece.org
 414-289-3400

Educational Perspectives
www.educational-perspectives.org
info@educational-perspectives.org
 312-421-9300

eVal Reports
www.e-valreports.com
brad@e-valreports.com
 206-257-4249

Evaluation Service
<http://evaluation-service.net/>
info@evaluation-service.net
 847-477-8569

Foreign Academic Credentials Service
<http://facusa.com/>
facs@aol.com
 618-656-5291

Foundation for International Service
www.fis-web.com
info@fis-web.com
 425-248-2255

Global Credential Evaluators, Inc.
<http://gceus.com/>
gce@gceus.com
 800-707-0979

Global Services Associates, Inc.
<http://globaleval.org/>
info@globaleval.org
 310-828-5709

International Academic Credential Evaluators, Inc.
<http://iacei.net/>
staff@iacei.net
 940-383-7498

International Education Research Foundation, Inc.
<http://www.ierf.org/>
info@ierf.org
 310-258-9451

Josef Silny & Associates, Inc.
<http://jsilny.com/>
info@jsilny.com
 305-273-1616

SpanTran Educational Services
<http://www.spantran.com/>
info@spantran-edu.org
 713-266-8805

The Trustforte Corporation
<http://trustfortecorp.com/>
info@trustfortecorp.com
 212-481-4870

World Education Services, Inc.
<http://www.wes.org/>
info@wes.org
 212-966-6311

Translation Certification

Every document submitted to United States Citizenship and Immigration Services (USCIS) must be in English or include an English translation. Please submit translations for all foreign language documents. The translator must certify that he/she is competent to translate and that the translation is accurate.

The certification format should include the certifier's name, signature, address, and date of certification. A suggested format is below:

Translated documents should be typed on a plain sheet of paper. Please note that the translator cannot be the TN employee or his/her relative.

The certification by translator should appear at the bottom of each translated document.

I, _____ hereby certify that I am competent
to translate from the _____ language into English, and the
attached document is an accurate translation of the original
_____ document (Birth/Marriage Certificate, Diploma, etc.).

Name of Translator: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Signature: _____ Date: _____