

UNIVERSITY of HOUSTON

Request to Petition for TN Worker under NAFTA Treaty

Pertaining to the Prospective Employee & the Position Offered:

Last	First	Middle
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PeopleSoft ID or N/A	Job Posting # or N/A	Current Visa Status and Expiration Date
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Proposed Job Title	Pay Rate: indicate per Year/Month/Hour	Hours per Week	FTE
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For Faculty titles, appointment basis: 9-month year 12-month year Other:

Address of main site of employment:

Any off-campus work site(s):

Requested Filing Type:

The following 2 choices apply when the foreign national is **NOT already** in TN status.

Check each statement that applies.

- CBP:** New **border** TN letter prepared for a Canadian National currently outside the U.S. who will obtain TN status from a Customs & Border Protection officer at an airport or land crossing.
- COS:** We request a **change of status** for person in the U.S. in another visa type (OPT, J-1, etc).

For CBP or COS filing types, the start date must be at least 2 months in the future from the date all fully complete forms are received by the Immigration Specialist. The "from" date must be the actual date the prospective employee will begin performing any employment duties in TN status.

The following 4 choices apply only when the foreign national is **currently** in TN status.

Check each statement that applies.

- EXT:** We wish to **extend** the current UH TN employment terms (same title, duties, FTE, location).
- AMD:** We wish to **amend** TN employment terms due to a change in title, duties, FTE, worksite location and/or salary change other than normal annual raise).
- COE:** The prospective employee already holds TN status to work for another organization, but is **changing employers to UH only**.
- CCT:** We wish for the worker to hold **concurrent** TN approval to work at UH and another institution.

For EXT, AMD, COE, or CCT filing types, the start date must be no less than 1 month in the future from the date all fully complete forms are received by the Immigration Specialist.

Duration Requested: **Dates in MM/DD/YYYY format.** From: To:

The end date requested may be up to 3 years after the requested start date.

Beneficiary's supervisor:		Supervisor's title:	
Department Name:		Dept. Contact for this TN process:	

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Declarations: Department personnel must complete job description and requirements on the following page.
Do not allow the prospective employee to complete these forms.

Department Head and Business Administrator: Please read carefully before signing

I certify that the position referenced in this request qualifies as a NAFTA treaty occupation* and that the beneficiary of the petition meets all the listed job requirements. I further certify that the beneficiary of this request will work in the department, with the title indicated. There will be no material changes (i.e. title; FTE; job duties; department; wage; or, place of work changes), before the Immigration Specialist has been consulted to determine if an amended TN petition is required, and has filed the necessary paperwork with USCIS. By my signature on this request, I agree to comply with all regulations during the petition process and during the beneficiary's employment. I certify that the funds have been allocated to meet the terms of the TN petition for the beneficiary listed above. I understand that the TN request process will not officially begin until all the complete and signed official request paperwork is submitted to the UH Immigration Specialist.

*List of eligible NAFTA treaty occupations: http://www.nafsa.org/_/file/_/amresource/8cfr2146.htm

			←
Department Head's Name	Signature	Date	

			←
Department Business Manager's Name	Signature	Date	

			←
College Business Manager's Name	Signature	Date	

Filing Fees for USCIS are as follows (Check all those that apply):

Request a separate check for each fee as soon as possible, they can take days to issue.

All checks should be payable to: U.S. Department of Homeland Security.

- \$460** for filing the petition (**All filing types except CBP, which has a fee payable at the border**)
- \$1,440** for premium processing (expedited processing after it is received at USCIS) (**Any filing type except CBP**)

I understand that as the employer of this beneficiary, the department will be responsible for paying all fees associated with this filing and that fees are subject to change.

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Principal Investigator or Department Chair	Signature	Date	

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Pertaining to the Position Offered

List all major duties of the position offered in order of their importance.

Be exact and detailed. A list that is too short or too broad and incomplete may lead to denial by USCIS or CBP.

Will Worker Supervise Non-Student Staff and/or Faculty? NO YES If yes, how many?

Job Requirements and Qualifications for any/all Qualified Applicants to this Position.

IN ALL SECTIONS BELOW, list the minimum qualifications that any applicant must have in order to be hired or considered as a candidate. Required: specify the minimum degree required and the discipline/field of study.

Do not tailor these details to the specific qualifications held by the prospective employee named on Page 1.

Education: specify the minimum degree required and note the requisite discipline/field of study.

B.A./B.S. M.A./M.S. Ph.D. Other degree type:

Degree/discipline (**REQUIRED**):
Do not leave this field blank

Required Work Experience (check each item that applies and complete each applicable blank):

Experience	Years or Months	Clarifying Comment (if applicable)
<input type="checkbox"/> None required	N/A	
<input type="checkbox"/> Graduate Assistantship		
<input type="checkbox"/> Post-Grad Teaching		
<input type="checkbox"/> Post-Grad Research		
<input type="checkbox"/> Related Duties		

Other General Requirements: List any other requirements below which would be necessary for any/all candidates applying to this position. Specific knowledge, skill, evidence of publications, etc.

(Not a list of the qualifications held by the individual being offered this position.)