



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Office of Institutional Compliance

TN EMPLOYEE CHECKLIST & QUESTIONNAIRE (FY 2020)

Complete ONSCREEN & Submit ELECTRONICALLY
NO HANDWRITTEN REQUESTS WILL BE PROCESSED.
THANK YOU FOR YOUR COOPERATION!

TTUHSC Institutional Compliance
Immigration Compliance & Services
3601 4th Street, STOP 8165
Lubbock, TX 79430
Ph: (806) 743-3949
Email: ICS@ttuhsc.edu

TN CHECKLIST

Document List for ALL new TN filings, INCLUDING persons already in TN status transferring to TTUHSC:

- ___ TN questionnaire with all questions answered
- ___ Curriculum Vitae (CV)
- ___ Last diploma received (PhD/Masters/Baccalaureate) and transcripts (if your most recent diploma does not relate directly to your duties with prospective hiring department, please contact ICS)
- ___ Certified English translation of diploma and transcripts
- ___ Academic credential evaluation for highest non-US degree(s)
 - ___ ICS please request an academic evaluation on my behalf
- ___ Current passport biographical data
- ___ Current passport page showing passport expiration date,
- ___ Current US non-immigrant visa (*physically present in the USA*)
- ___ Current [I-94](#) document
- ___ All prior forms I-797s showing USCIS approval notices of previous applications or petitions.
- ___ Evidence of any immigrant visa petition or labor certification application of which you are a direct beneficiary
- ___ Evidence of any application to adjust to permanent resident status (i.e. I-485 receipt)
- ___ If you have ever held J-1 or J-2 status in the past, provide a copy of all De-2019 or IAP-66 documents
- ___ If you have ever held J-1 or J-2 status in the past, and were subject to 212(e) the two (2) year home residency requirement, provide a copy of J-1 waiver approval (I-612 approval) or J-1 waiver recommendation letter.
- ___ New employees already in TN status with a different employer must provide last two months of pay statements

• **If you currently have or ever had a J-1 or J-2 visa/status, and this is your first TN filing at TTUHSC, also include:**

- ___ Copy of I-612 approval notice showing §212(e) waiver
- ___ Copy of all IAP-66, DS-2019 documents

• **If you currently have an F-1 or F-2 visa/status, and this is your first TN filing at TTUHSC, also include:**

- ___ Copy of all I-20 documents
- ___ Copy of EAD (OPT card and any STEM OPT card)

Document List for ALL TN Extension Filing, (TN employees already working at TTUHSC):

- ___ TN questionnaire with all questions answered
- ___ Updated Curriculum Vitae (CV)
- ___ Current passport biographical data page showing expiration date (if changed since first TN filing)
- ___ Current [I-94](#) document
- ___ Evidence of any immigrant visa petition or labor certification application of which you are a direct beneficiary
- ___ Evidence of any application to adjust to permanent resident status (i.e. I-485 receipt)
- ___ Last two (2) months of pay statements from TTUHSC

EMPLOYEE QUESTIONNAIRE (TN)

Please answer all questions completely. If the answer to a question is NONE or NOT APPLICABLE, please state 'None' or 'N/A'. Do not leave any blanks. Uncompleted forms without all required documents will be returned to you for completion. To avoid delays, please answer every question.

Note: If you are requesting an extension or change of status while in the USA and leave the USA before approval, you will have to request TN visa status entry from CBP when you return to the USA. **Please speak with ICS prior to traveling.**

FIRST NAME:	
MIDDLE NAME OR INITIAL:	
LAST NAME:	
CURRENT HOME ADDRESS:	
ALL OTHER NAMES USED:	
EMAIL ADDRESS:	
PHONE NUMBER:	
DATE OF BIRTH:	
COUNTRY OF BIRTH:	
COUNTRY OF CITIZENSHIP:	
CITY/PROVINCE OF BIRTH:	
US SOCIAL SECURITY NUMBER (SSN):	
'A' NUMBER (if any):	
PASSPORT NUMBER:	
PASSPORT ISSUE DATE:	
PASSPORT EXPIRATION DATE:	
CURRENT VISA STATUS:	
FOREIGN ADDRESS:	
PREFERRED US PORT OF ENTRY: (CITY WHERE YOU WILL ENTER THE USA)	<div>CITY</div> <div>COUNTRY</div>
HAVE YOU EVER HELD J-1 VISA STATUS AND BEEN SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT?	
HAVE YOU EVER BEEN DENIED TN STATUS?	
ARE DEPENDENT FAMILY MEMBERS CHANGING TO TD STATUS OR EXTENDING TD STATUS (IF YES, PLEASE READ THE INFORMATION FOR TD FAMILY MEMBERS PAGE	
ARE YOU CURRENTLY IN EXCLUSION OR DEPORTATION PROCEEDINGS? (IF YES, PLEASE PROVIDE A COPY OF THE NOTICE TO APPEAR)	

ARE YOU THE DIRECT BENEFICIARY OF ANY OF THE FOLLOWING APPLICATIONS?	Permanent Labor Certification (PERM) <div><input type="checkbox"/> YES</div> <div><input type="checkbox"/> NO</div>
	I-140 Immigrant Petition <div><input type="checkbox"/> YES</div> <div><input type="checkbox"/> NO</div>
	I-130 Immigrant Petition <div><input type="checkbox"/> YES</div> <div><input type="checkbox"/> NO</div>
HAVE YOU FIELD ANY OF THE FOLLOWING APPLICATIONS?	Application to Adjust to Permanent Resident Status (i.e. I-485) <div><input type="checkbox"/> YES</div> <div><input type="checkbox"/> NO</div>
	Immigrant visa application with National Visa Center or US Consulate <div><input type="checkbox"/> YES</div> <div><input type="checkbox"/> NO</div>

☐ I confirm that the information given in this form is true, complete, and accurate.

Employee Printed Name

Employee Signature

Date

INFORMATION FOR EMPLOYEE FAMILY MEMBERS SEEKING TD STATUS

USCIS Form I-539 must be completed to obtain TD visa status only if the family members are in the USA. Form I-539 and the instructions can be found on the website at <http://www.uscis.gov/i-539>.

Note: If you need to file an I-539 application to change or extend TD status for family members, you must return your documents by mail as **original signatures are required** on the I-539 form.

PLEASE READ: ICS and TTUHSC cannot serve as your legal representative for TD visa status purposes and cannot serve as your legal representative for any part of the I-539 process. As a courtesy, ICS will do the following:

- 1. Review the I-539 form to ensure all questions are answered and there are no obvious errors (e.g. accidentally writing your birth year as 2015);
- 2. Provide the usual checklist of documents to be included in the I-539 filing (see below);
- 3. File the completed I-539 along with the TN filing.

The TN petition can be filed without the I-539 (TD) application but it is strongly advised that both are filed together to ensure that all family members are approved at the same time.

The current USCIS filing fee information is here [I-539 Fee](#). Remember that there is an additional biometric fee for each family member needing TD status. You must include the filing fee payment with the completed I-539. USCIS cannot accept your I-539 filing without payment.

INCLUDE **ONE CLEAR PHOTOCOPY** OF EACH DOCUMENT

- ___ Adoption records, if relevant
- ___ Marriage certificate with certified English translation (if necessary)
- ___ Birth certificate of all children, with certified English translation
- ___ Passport biological data page for each family member and passport expiration date
- ___ Current US non-immigrant visa for each family member
- ___ [I-94](#) document for each family member
- ___ All prior forms I-797 documenting the approval of applications to change or extend status (if any)
- ___ Copy of the I-612 approval notice showing §212(e) waiver
- ___ Copies of all IAP-66, DS-2019 documents of I-20 documents
- ___ Evidence that the TN family member was in lawful status

Please read the [I-539 Instructions](#) for additional information about what must be included with your application.