TN Processing Procedure if Outside the US

Initial processing requirements differ for Canadians and Mexicans

- A <u>Canadian citizen</u> does not require a TN entry visa in his/her passport. A Canadian simply presents the required supporting documentation at a US port of entry.

- A <u>Mexican citizen</u> must obtain a TN entry visa in his/her passport from a US Consulate or Embassy before being eligible for admission to the US in TN status. Otherwise, the application process is the same.

- Application for entry in TN status is made at a port of entry (at an airport handling international traffic or at a pre-clearance/pre-flight station directly upon entering the US).

- At that time, the prospective TN status applicant must present the required documentation listed below. The TN applicant will complete the required US Department of Homeland Security (DHS) forms. Only Canadian will pay the fee of $56 USD.

- The TN status will be adjudicated on the spot at a port of entry, and the TN applicant will be admitted to the US in TN status.

Required documentation

Please be prepared to present the following documentation upon arrival to the US:

1. Proof of Canadian / Mexican Citizenship
2. Detailed letter from the employer on Penn department letterhead, written by the TN applicant's supervisor or the Chair of the Department.
3. The letter should:
   - Affirm that the applicant's profession is one listed in the [USMCA (formerly NAFTA) Agreement](). This should be a direct statement specifically placing the employment within one of the occupations listed.
     - For example, *"Dr. Smith will be employed as a Biologist in the Department of Pathology and Laboratory Medicine. His title will be Postdoctoral Researcher."*
   - Describe the duties the applicant will perform in the US.
   - Reference the anticipated length of stay.
     - For example, *"This position is for 40 hours per week and begins on December 1, 2023 and ends on November 30, 2024; it may be renewed based on successful performance."*
   - Describe the arrangements for payment for the services to be rendered, including benefits.
     - For example: *"Dr. Smith will be paid on a monthly basis at an annual salary of $xx, and he will receive the standard University benefits package."*
   - Confirm that the applicant meets the relevant license and/or educational requirements.

4. Evidence that the individual has the required credentials for the profession as stated in the [USMCA (formerly NAFTA) Agreement](). This proof can be in the form of diplomas, transcripts, licenses, certificates or other documentation. **DHS has the right to request to see these documents in original form, or certified copies**. Credentials obtained outside Canada or the US should be accompanied by a credential evaluation. Furthermore, credentials in a foreign language (including Latin) must be translated into English.

5. A statement that the purpose of entry to the US is temporary. Although this may be set forth in the employer's letter, the applicant should also articulate it at the time of admission. This is usually satisfied by including the beginning and ending dates of employment in the employer's letter.

   - For example, "This appointment is temporary, for two years, from December 1, 2023 to November 30, 2024, renewable upon satisfactory performance."

6. Filing fees of $56 (*Mexican citizens are exempt from this fee, and the fee is subject to change).* Mexican citizens and non-Canadian citizens' dependents need to pay $160 visa application fee at a US consulate.

Useful Links for TN

- Department of State Information on TN: https://travel.state.gov/content/travel/en/us-visas/employment/visas-canadian-mexican-nafta-professional-workers.html#ExternalPopup

- Customs and Border Protection (CBP): https://www.cbp.gov/travel/canadian-and-mexican-citizens

- USCIS (United States Citizenship and Immigration Services): https://www.uscis.gov/working-in-the-united-states/temporary-workers/tn-nafta-professionals

Should you have any further questions, please feel free to [contact ISSS.]()