

TN Information Form

Type of TN request: _____

A. Biographical & Immigration Information

1. Name on passport: _____
last first middle

2. Other names (maiden name, other spellings, etc.): _____

3. Birth date (mm/dd/yyyy): _____ A# (if any): _____

4. Birth country: _____ Birth province: _____ Citizenship country: _____

5. Passport #: _____ Passport issue date: _____ Passport expiration date: _____
mm/dd/yyyy mm/dd/yyyy

6. Is this person currently in the U.S.? No – skip to #7 Yes – complete 6a, 6b, & 6c

a. Current U.S. home address: _____
street address – include apartment #, if any
city state zip code

b. Date of last arrival in the U.S. (mm/dd/yyyy): _____ I-94 number: _____

c. Current nonimmigrant status (F-1, E-3, etc.): _____ Status expires (mm/dd/yyyy): _____

7. Please answer (a) or (b) as appropriate (tentative response is fine):

a. Mexicans: At which [U.S. embassy/consulate](#) will the person most likely apply for a visa?
City: _____ Country: _____

b. Canadians: At which [preclearance location](#) or [port of entry](#) will the person most likely enter the U.S.?
City: _____ Country/U.S. state: _____

8. Foreign address (**required**): _____
street address apt/bldg name & room # (if any)
city/town province/state/region postal code country

9. Is this person currently in removal (deportation) proceedings? No Yes

10. Has this person ever held J-1 or J-2 status? No Yes – dates: _____
attach copies of DS-2019s, IAP-66s, or J visas

11. Has this person ever been denied TN classification? No Yes – attach copy of denial notice

12. Has this person ever held TN status? No Yes – dates: _____
attach copies of I-94s, admission stamps, I-797A/I797B

13. Is this person planning to travel outside the U.S. in the next 6 months? Continue below if more than one trip is planned.

No Yes – travel dates: _____ to _____ Country: _____
mm/dd/yyyy mm/dd/yyyy

B. UH Employment

1. Position title: _____ Intended TN dates: _____ to _____
mm/dd/yyyy mm/dd/yyyy

2. Primary worksite: _____
campus college/school/unit department

street address city state zip code

3. Additional worksite(s) – provide street address(es):

4. FTE & salary: Full-time: \$ _____ per year
 Part-time: \$ _____ per hour & _____ hours per week

5. Additional compensation (if any): _____

C. Family members

Does the TN worker have family members who are currently in the U.S. in dependent status or who will come to the U.S. later on as TD dependents? No Yes – list each dependent and see Form I-539 information below.

1. Name on passport: _____
last first middle

This person is: currently in the U.S. or currently outside the U.S. & will enter the U.S. on _____
date

Birth date (mm/dd/yyyy): _____ Gender (M/F): _____ Relationship to worker: spouse child

Birth country: _____ Birth province: _____ Citizenship country: _____

2. Name on passport: _____
last first middle

This person is: currently in the U.S. or currently outside the U.S. & will enter the U.S. on _____
date

Birth date (mm/dd/yyyy): _____ Gender (M/F): _____ Relationship to worker: spouse child

Birth country: _____ Birth province: _____ Citizenship country: _____

3. Name on passport: _____
last first middle

This person is: currently in the U.S. or currently outside the U.S. & will enter the U.S. on _____
date

Birth date (mm/dd/yyyy): _____ Gender (M/F): _____ Relationship to worker: spouse child

Birth country: _____ Birth province: _____ Citizenship country: _____

continue on a separate sheet if there are more than 3 dependents

Form I-539 and I-539A: If the **family members** are currently in the U.S. and will change to/extend TD status, they must complete **Form I-539/I-539A**. The spouse’s information must appear in Part 1 of the Form I-539; he/she must sign in Part 5 as the applicant. If the spouse will not need TD status, the eldest child’s information is entered in Part 1. If the child is under 14, the TN must sign in Part 5 and complete Parts 6 and 7. Any additional children must complete the **Form I-539A**. Include the Form I-539/I-539A with the TN request.

Family members who are outside the U.S. and will **enter in TD status** after the TN petition is approved do not need to file a Form I-539/I-539A. Dependents who will leave the U.S. before their current TD status expires also need not file a Form I-539/I-539A.