

TN Request Form

Please submit via UH FileDrop

TN beneficiary: _____ Intended dates: _____ to _____

TN's email address: _____ Premium processing service? No Yes

Prepare and attach the following:

- [TN Information Form](#)
- [I-94 Record Retrieval Consent](#) (N/A for extensions and amendments)
- Copy of each job ad (if any): NeoGov, Chronicle of Higher Ed, etc. (N/A for extensions if same position)
- Copy of offer letter (N/A for extensions and amendments)
- Copy of PNF
- Curriculum vitae, including publications list
- Copy of [passport biodata and expiration page\(s\)](#)
- [Employer's support letter](#)
- Copy of last 3 pay stubs (N/A for entry from abroad requests)
- Copy of transcript and diploma showing major/field for highest degree conferred
- Copy of foreign credential evaluation of highest degree by a member of [NACES](#) or [AICE](#) (N/A if degree is from U.S.)

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If the person is currently in the U.S., also provide:

- Copy of current [visa](#) in passport (N/A for Canadians)
- Copy of admission stamp and notations from last U.S. entry (if available)
- Copy of [I-94 record](#) from CBP's [website](#)
- Copy of the following documents, as applicable:
 - If currently in E, H, O, TN, or other work status: All previous [I-797A and/or I-797B approval notices](#)
 - If currently in J status: All previous Form [DS-2019s](#), IAP-66s, and/or J [visas](#) in passport (N/A for extensions and amendments) and [USCIS waiver approval notice](#) and/or [DOS waiver recommendation letter](#) (if subject to [two-year residence requirement](#))
 - If currently in F status: Current [I-20 and EAD](#) (if on OPT)

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If family members will change to or extend TD status in the U.S., also provide:

- [Form I-539 application](#) and [Form I-539A](#) (if applicable) with original signature
- Copy of each dependent's current [visa](#) in passport (if applicable)
- Copy of each dependent's admission stamp and notations from last U.S. entry (if applicable)
- Copy of each dependent's [I-94 record](#) from CBP's [website](#)
- Copy of each dependent's [I-797A/I-797B approval notices](#) and/or current [I-20](#) (as applicable)
- Copy of all previous [DS-2019s](#) and/or J [visas](#) for each dependent who was ever a J-1 or J-2
- Copy of each dependent's [passport biodata and expiration page\(s\)](#)
- Copy of spouse's marriage certificate / family register with English [translation](#) (if applicable)
- Copy of each child's birth certificate / family register with English [translation](#) (if applicable)

University of Hawai'i departments submitting TN requests must comply with University policies and procedures and with U.S. laws, regulations, and policies. Signatures below indicate the college and department's recognition of these responsibilities.

Department chair's signature: _____ Name: _____ Date: _____

Dean's/Dir's signature: _____ Name: _____ Date: _____

Reviewed by HR specialist: _____ Email: _____ Phone: _____