University of CINCINNATI | INTERNATIONAL

TN APPLICANT CHECKLIST

A TN applicant must submit the following documents to UC International Services via eForm on iBearcatsGlobal:

1. **A copy of the highest diploma and related transcript.**
    a. If the degree is not from a university in the U.S., Canada (except Quebec), or United Kingdom, an evaluation of the equivalent U.S. must be submitted. A list of credential evaluators is available online.
    b. Any documents not in English must be translated and accompanied by a translator's statement as follows: I, _____, hereby certify that I am competent to translate from the _____ language into English and that the attached is an accurate translation of the original document.
    Name: _____
    Title: _____
    Address: _____

    You should also submit a copy of the document in the native language along with the translation.

2. **Curriculum Vitae.**

3. **A copy of the passport picture ID page and expiration date page.**

4. **If you are currently in the U.S., copies of the following documents**:
    a. All previously issued I-20s (if you hold an F-1 or F-2 visa)
    b. All previously issued DS-2019s (if you hold a J-1 or J-2 visa)
    c. A copy of the Employment Authorization Document (EAD card) for those on Optional Practical Training (OPT)
    d. If on J-1 status, proof that the two-year home residency requirement is not applicable or has been waived.
    e. The I-94 card (front & back) or copy of the electronic I-94 record.
    f. Statement of all previous visa statuses held in the U.S., including dates of stay, types of visas, and copies of all documents (IAP-66, DS-2019, I-20, I-797, etc.)

5. **If you are already in the U.S. on TN or other employment visa status (H-1B, L-1, etc.) with another employer, you need to provide:**
    a. Proof that you are still employed at the time of your application, including a current paycheck receipt. You must remain employed until your TN petition is approved by USCIS.
    b. Copies of all approval notices for your current visa status.

6. **If you have a spouse and/or children in the U.S. as dependents**, you must submit the following:
    a. Form I-539 – Application to Extend/Change Nonimmigrant Status, available online.
    b. Copies of I-94 cards (front & back) or electronic I-94 records.
    c. Check for $370 made out to the Department of Homeland Security.
    d. Proof of the dependent's relationship to you (marriage or birth certificate).
    e. Copy of dependent's passport identification page & expiration page.
    f. Copy of dependent's visa stamps.
    g. Copies of all previous immigration documents, if applicable (I-797, I-20, IAP-66, DS-2019).

All of this documentation can be sent to UC International Services electronically as a PDF document using the eForm process on iBearcatsGlobal. If you cannot do this, please call our office at 513-556-4278 or email international.students@uc.edu for further instructions.