The following documents must be sent (scanned or emailed) to UC International Services on behalf of the TN applicant.

1. A copy of highest diploma and related transcript. 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. degree must be submitted. A list of companies that prepare credential evaluations can be obtained from the TN eForm.

Note: 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: ______________________________________

For documents not in English, you should 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 the applicant is currently in the U.S., copies of the following documents must be submitted:
   a) F-1 or F-2 visa holders should submit copies of current and ALL previously issued I-20’s.
   b) Applicants on Optional Practical Training should submit a copy of the EAD card (Employment Authorization Document).
   c) J-1 or J-2 visa holders should submit copies of current and ALL previously issued DS-2019 forms.
   d) J visa holders subject to the two year home residency requirement should also submit a copy of their waiver approval notice.
   e) If on J-1 status, proof that the two-year home residency requirement has been waived (or proof he/she is not subject to the requirement).
   f) Copy of the biographic page from a valid passport reflecting issuance and expiration dates.
   g) Photocopy of I-94 card (front and back) if your most recent entry to the U.S. occurred before April 30, 2013. If your most recent entry occurred after April 30, 2013, print out an electronic I-94 card at http://www.cbp.gov/i94.
   h) Statement of all previous visa statuses held in the U.S. This should include types of visas, dates of stay, and copies of all available documents (such as IAP-66’s, DS 2019’s, I-20’s, I-797 approval notices, etc.).

5. If you are already in the U.S. on TN or another employment visa (H-1B, L-1, etc.) approval with another employer, you will need to provide:
   a) Proof that the employment is still in effect at the time of application for the UC TN petition. Such proof should include a current paycheck receipt. You must remain employed until the UC TN petition is approved by USCIS.
   b) Copies of all approval notices for the current status in the U.S.
6. If the applicant has a spouse and/or children in the U.S. on dependent status the following must be submitted:
   a) Form I-539 (Application to Extend/Change Nonimmigrant Status). This form can be found on our web site at: www.uc.edu/international/services.
   b) Photocopies of dependent I-94 cards (front and back) if their most recent entry to the U.S. was prior to April 30, 2013. If their most recent entry occurred after April 30, 2013, print out an electronic copy of the I-94 at http://i94.cbp.gov/i94.
   c) Check for $290 made payable to the Department of Homeland Security
   d) Proof of relationship to the applicant (marriage/birth certificate).
   e) Copy of dependent’s passport identification page, including expiration page
   f) Copy of dependent’s visa stamps.
   g) Copy of ALL previous immigration documents (I-797 approval notices, I-20’s, IAP-66’s, DS-2019’s, etc.).

Send supporting documentation for TN petitions to UC International Services. The preferred method of delivery is electronic as pdf attachments as part of the eForm process. If necessary, hard copies can also be faxed to 513-556-2990.