

TN Checklist

- Proof of citizenship
 - Mexican citizens must present a Mexican passport, which should be valid for at least six months beyond the period of stay being requested.
 - Canadian citizens are generally exempt from the passport requirement; while they may establish Canadian citizenship by showing a Canadian passport, they may also establish it through other documentation, such as a short- or long-form Canadian birth certificate, or a certificate of Canadian naturalization
- Detailed letter from the employer. The letter should:
 - affirm the Appendix 1603.D.1 profession of the applicant and the purpose of the entry
 - describe the duties the applicant will perform in the U.S.
 - reference the anticipated length of stay
 - review the educational qualifications or credentials which demonstrate the applicant has professional level status
 - describe the arrangements for payment for the services to be rendered
- For employees of foreign companies entering the U.S. as part of contracts with U.S. employers, a copy of the contract should also be provided in addition to a letter from the U.S. client describing the nature of the work.
- Evidence that the job is in one of the occupations listed in Appendix 1603.D.1
- This can be in the form of a copy of the Appendix, with a statement in the employer letter or cover letter specifically placing the employment within one of the occupations listed.
- Evidence that the individual has the required credentials for the job as stated in Appendix 1603.D.1
- The TN visa applicant must present his or her credentials, including diplomas, transcripts, licenses, certificates or other documentation. DOS and DHS have the right to request to see these documents in original form or certified copies, so the applicant should be prepared with originals or certified copies.
- Any credentials obtained outside the U.S., Canada or Mexico should be accompanied by a credentials evaluation. If seeking to prove experience to meet the TN requirements, the applicant should submit letters from previous employers or business records for proof of self-employment.
- In general, there must be a reasonable connection between the academic or professional credentials of the individual and the duties that will be performed. If the connection is not obvious, a reasonable argument should be provided to support the application.
- Healthcare worker certification, if in a covered healthcare occupation
- A statement that the purpose of the entry to the U.S. is temporary.