**Department information form for employment visas (TN)**

Please complete this form and return it to Viktoria Potapova, Office of the General Counsel X6637, TC Box 83 potapova@tc.edu, whenever you are considering an offer of professional employment to an individual who is not a US citizen or Permanent Resident. **Also, please attach or forward a copy of the job posting and/or job description.**

This information is necessary to obtain TN visa/status for NAFTA professionals from Canada and Mexico\*

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| **Employee (Beneficiary) Information**  |
| Name of Prospective Employee |  |
| Is employee currently in the U.S.? | YES [ ]   | NO[ ]  |
| If in the U.S., current status and expiration date |  |
| **Employing Department Information** |
| TC Department and Program  |  |
| Department Contact Person |  |
| Address  |   |
| Phone: |  |
| Fax : |  |
| e-mail:  |  |
| Name and Title of direct supervisor |  |
| **EMPLOYMENT LOCATION** |  |
| Physical location where employee will be working |  |
| On Campus location |  |
| Off Campus – Specify address (Street, City, State and Country) |  |
| **Job Details** |
| Dates to be covered by the petition: For TN visa, this period may not exceed 3 years | BEGIN:Click here to enter a date.  | END:Click here to enter a date. |
| Job Title  |  |
| Would this position’s responsibilities include supervision of other staff members (other than students or student workers)? | YES [ ]  – How many? | NO [ ]  |
| Type of employment  | Full Time [ ]  Part Time [ ]  |
| If full time, specify annual salary  |  |
| If part time, specify hours/rate  |  |
| For a teaching position, provide the name of the course(s) and course schedule  |  |
| Additional Compensation/ Benefits |  |
| **EDUCATION AND OTHER REQUIREMENTS**  |
| Degree required for Position/Rank |  |
| Major and or Field of Study Required |  |
| Is employment experience required? | YES [ ]  | NO [ ]  |
| If yes, specify the years/months of experience required  |  |
| In what occupation is the experience required? |  |
| Special Requirements – List specific skills, licenses/certificates/ certifications, and other requirements needed for this job |  |
| **JOB DESCRIPTION**  |
| Please describe job duties and responsibilities in detail.  |
| **PROSPECTIVE TN EMPLOYEE’S EDUCATION/WORK EXPERIENCE/QUALIFICATIONS SUMMARY** |
|  |
| Please note that the employment status is valid under the conditions set forth in the petition/letter. If there is a material change in terms and conditions of employment, an amended petition/letter is required, and the employee may not do added work until it is filed. The following changes must be reported to The Office of the General Counsel immediately:* changes in responsibilities, such as reassignment of responsibilities, i.e. new technical duties
* assignment to a different sponsored project from that originally assigned
* changes in salary
* change of location
* termination of employment before the expiration of status
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| **Please note: standard TN petitions/letters are processed by the office of the TC General Counsel. If help of TC’s outside immigration counsel is required, the department will be responsible for the outside counsel fees.** |
| Name of Department Head: |  |
| Title:  |  |
| Date: |  |
| Signature:  |  |
| Account Number (for Federal Express shipping if required): |  |

**Appendix 1603.D.1 NAFTA Professionals**

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| PROFESSION  | MINIMUM EDUCATION REQUIREMENTS AND ALTERNATIVE CREDENTIALS |
| General |
| Accountant | Baccalaureate or Licenciatura Degree; or C.P.A., C.A., C.G.A. or C.M.A. |
| Architect | Baccalaureate or Licenciatura Degree; or state/provincial license |
| Computer Systems Analyst | Baccalaureate or Licenciatura Degree; or PostSecondary Diploma or PostSecondary Certificate , and three years experience |
| Disaster Relief Insurance Claims Adjuster (claims Adjuster employed by an insurance company located in the territory of a Party, or an independent claims adjuster) | Baccalaureate or Licenciatura Degree, and successful completion of training in the appropriate areas of insurance adjustment pertaining to disaster relief claims; or three years experience in claims adjustment and successful completion of training in the appropriate areas of insurance adjustment pertaining to disaster relief claims. |
| Economist | Baccalaureate or Licenciatura Degree |
| Engineer | Baccalaureate or Licenciatura Degree; or state/provincial license |
| Forester | Baccalaureate or Licenciatura Degree; or state/provincial license |
| Graphic Designer | Baccalaureate or Licenciatura Degree; or PostSecondary Diploma or PostSecondary Certificate, and three years experience |
| Hotel Manager | Baccalaureate or Licenciatura Degree in hotel/restaurant management; or PostSecondary Diploma or PostSecondary Certificate in hotel/restaurant management, and three years experience in hotel/restaurant management |
| Industrial Designer | Baccalaureate or Licenciatura Degree; or PostSecondary Diploma or PostSecondary Certificate, and three years experience |
| Interior Designer | Baccalaureate or Licenciatura Degree; or PostSecondary Diploma or PostSecondary Certificate, and three years experience |
| Land Surveyor | Baccalaureate or Licenciatura Degree; or state/provincial/federal license |
| Landscape Architect | Baccalaureate or Licenciatura Degree |
| Lawyer (including Notary in the Province of Quebec) | LL.B., J.D., LL.L., B.C.L. or Licenciatura Degree (five years); or membership in a state/provincial bar |
| Librarian | M.L.S. or B.L.S. (for which another Baccalaureate or Licenciatura Degree was a prerequisite) |
| Management Consultant | Baccalaureate or Licenciatura Degree; or equivalent professional experience as established by statement or professional credential attesting to five years experience as a management consultant, or five years experience in a field of specialty related to the consulting agreement |
| Mathematician (including Statistician) | Baccalaureate or Licenciatura Degree |
| Range Manager/Range Conservationalist | Baccalaureate or Licenciatura Degree |
| Research Assistant (working in a post-secondary educational institution) | Baccalaureate or Licenciatura Degree |
| Scientific Technician/Technologist  | Possession of (a) theoretical knowledge of any of the following disciplines: agricultural sciences, astronomy, biology, chemistry, engineering, forestry, geology, geophysics, meteorology or physics; and (b) the ability to solve practical problems in any of those disciplines, or the ability to apply principles of any of those disciplines to basic or applied research |
| Social Worker | Baccalaureate or Licenciatura Degree |
| Sylviculturist (including Forestry Specialist) | Baccalaureate or Licenciatura Degree |
| Technical Publications Writer | Baccalaureate or Licenciatura Degree; or PostSecondary Diploma or PostSecondary Certificate, and three years experience |
| Urban Planner (including Geographer) | Baccalaureate or Licenciatura Degree |
| Vocational Counsellor | Baccalaureate or Licenciatura Degree |
|   |   |
| Medical/Allied Professional |
| Dentist | D.D.S., D.M.D., Doctor en Odontologia or Doctor en Cirugia Dental; or state/provincial license |
| Dietitian | Baccalaureate or Licenciatura Degree; or state/provincial license |
| Medical Laboratory Technologist (Canada)/Medical Technologist (Mexico and the United States) 6 | Baccalaureate or Licenciatura Degree; or Post-Secondary Diploma or Post-Secondary Certificate, and three years experience |
| Nutritionist | Baccalaureate or Licenciatura Degree |
| Occupational Therapist | Baccalaureate or Licenciatura Degree; or state/provincial license |
| Pharmacist | Baccalaureate or Licenciatura Degree; or state/provincial license |
| Physician (teaching or research only) | M.D. or Doctor en Medicina; or state/provincial license |
| Physiotherapist/Physical Therapist | Baccalaureate or Licenciatura Degree; or state/provincial license |
| Psychologist | State/provincial license; or Licenciatura Degree |
| Recreational Therapist | Baccalaureate or Licenciatura Degree |
| Registered Nurse | State/provincial license; or Licenciatura Degree |
| Veterinarian | D.V.M., D.M.V. or Doctor en Veterinaria; or state/provincial license |
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| Scientist |
| Agriculturist (including Agronomist) | Baccalaureate or Licenciatura Degree |
| Animal Breeder | Baccalaureate or Licenciatura Degree |
| Animal Scientist | Baccalaureate or Licenciatura Degree |
| Apiculturist | Baccalaureate or Licenciatura Degree |
| Astronomer | Baccalaureate or Licenciatura Degree |
| Biochemist | Baccalaureate or Licenciatura Degree |
| Biologist | Baccalaureate or Licenciatura Degree |
| Chemist | Baccalaureate or Licenciatura Degree |
| Dairy Scientist | Baccalaureate or Licenciatura Degree |
| Entomologist | Baccalaureate or Licenciatura Degree |
| Epidemiologist | Baccalaureate or Licenciatura Degree |
| Geneticist | Baccalaureate or Licenciatura Degree |
| Geologist | Baccalaureate or Licenciatura Degree |
| Geochemist | Baccalaureate or Licenciatura Degree |
| Geophysicist (including Oceanographer in Mexico and the United States) | Baccalaureate or Licenciatura Degree |
| Horticulturist | Baccalaureate or Licenciatura Degree |
| Meteorologist | Baccalaureate or Licenciatura Degree |
| Pharmacologist | Baccalaureate or Licenciatura Degree |
| Physicist (including Oceanographer in Canada) | Baccalaureate or Licenciatura Degree |
| Plant Breeder | Baccalaureate or Licenciatura Degree |
| Poultry Scientist | Baccalaureate or Licenciatura Degree |
| Soil Scientist | Baccalaureate or Licenciatura Degree |
| Zoologist | Baccalaureate or Licenciatura Degree |
|   |   |
| Teacher |
| College | Baccalaureate or Licenciatura Degree |
| Seminary | Baccalaureate or Licenciatura Degree |
| University | Baccalaureate or Licenciatura Degree |

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