**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](mailto: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\*

|  |  |  |
| --- | --- | --- |
| **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 | | |
| **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**

|  |  |
| --- | --- |
| 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 |
|  |  |
| 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 |

.