



TN Processing Request

(Summerville CAMPUS Positions)

This form should be completed by the Summerville college that wishes to use the services of the International and Postdoctoral Services Office (IPSO) to hire a nonimmigrant specialty worker. [After completing this form, please email it to \[IPSO@augusta.edu\]\(mailto:IPSO@augusta.edu\).](#)

IPSO will begin processing only when forms are completed

The TN Temporary Worker Visa

The **TN** (Trade NAFTA) category was developed as part of the North American Free Trade Agreement (NAFTA), to facilitate the entry of **Canadian** and **Mexican** citizens to the United States to engage in professional business activities on a temporary basis.

Who is eligible for TN sponsorship?

To be eligible for TN status, a potential employee must:

- Be a citizen of Canada or Mexico. Landed immigrants and permanent residents of Canada and Mexico do not qualify.
- Be applying for a position listed on the TN Occupations List
- Possess the minimum qualifications for that position, as listed on the TN Occupations List
- Have plans for a temporary stay. Longer-term positions (such as tenure-track faculty positions) are not appropriate for TN status.

What positions qualify for TN sponsorship?

Only occupations specified in Appendix 1603.D.1 of the NAFTA treaty can serve as the basis for TN employment (see page three). Appendix 1603.D.1 also stipulates the minimum qualifications for entry into the U.S. in each occupation.

How long does it take to hire an employee in TN status?

There are two paths to TN status for potential and continuing employees.

- 1.) **Travel:** Applicants can apply for TN status directly at the U.S. border with documentation provided by IPSO. This method incurs no charge to the department and is the fastest way to secure TN status.
- 2.) **Petition to USCIS:** If the candidate is currently in the U.S. in a different status, a change of status request can be filed with **USCIS**. Sponsorship requires the department to pay \$460 in application fees. **USCIS processing varies from 3-5 months.**



AUGUSTA UNIVERSITY
**International &
 Postdoctoral Services**

Mailing address:
 1120 15th Street, AA-2013
 Augusta, Georgia, 30912
 t. (706) 721-0670 f. (706) 721-9304
 Email: ipso@augusta.edu
 www.augusta.edu/diversity/ipso

FILING FEES (For Change of Status petitions checks should be made payable to the Department of Homeland Security)

TN Filing Fee (paid by College)	\$460.00
Premium Processing Fee (to expedite USCIS processing, paid by College)	\$1225.00

Signature of senior hiring unit administrator	Name	Date
Principal Investigator/Immediate Supervisor Signature	Name	Date

OCCUPATIONAL FIELDS FROM APPENDIX 1603 of the NAFTA relevant to employment at Augusta University

Medical/Allied Professionals

- 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) (7) --Baccalaureate or Licenciatura Degree; or Post-Secondary Diploma or Post-Secondary Certificate, and three years experience.
 (7) A business person in this category must be seeking temporary entry to perform in a laboratory chemical, biological, hematological, immunologic, microscopic or bacteriological tests and analyses for diagnosis, treatment, or prevention of diseases.
- 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. 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.

SCIENTISTS

- Animal Breeder**--Baccalaureate or Licenciatura Degree.
- Animal Scientist**--Baccalaureate or Licenciatura Degree.
- Biochemist**--Baccalaureate or Licenciatura Degree. **Biologist**--Baccalaureate or Licenciatura Degree. (8)
 (8) The term "Biologist" includes the profession of Plant Pathologist.
- Chemist**--Baccalaureate or Licenciatura Degree.
- Epidemiologist**--Baccalaureate or Licenciatura Degree.
- Geneticist**--Baccalaureate or Licenciatura Degree.
- Pharmacologist**--Baccalaureate or Licenciatura Degree.

TEACHER

- College**--Baccalaureate or Licenciatura Degree.
- University**--Baccalaureate or Licenciatura Degree

OTHER FIELDS



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Computer Systems Analyst--Baccalaureate or Licenciatura Degree; or Post-Secondary Diploma (3) or Post Secondary Certificate (4) and three years' experience.(3) "Post Secondary Diploma" means a credential issued, on completion of two or more years of post secondary education, by an accredited academic institution in Canada or the United States.

(4) "Post Secondary Certificate" means a certificate issued, on completion of two or more years of post secondary education at an academic institution, by the federal government of Mexico or a state government in Mexico, an academic institution recognized by the federal government or a state government, or an academic institution created by federal or state law

Librarian--M.L.S., or B.L.S. (for which another Baccalaureate or Licenciatura Degree was a prerequisite).**Mathematician (including Statistician)**--Baccalaureate or Licenciatura Degree.**Research Assistant** (working in a post-secondary educational institution)--Baccalaureate or Licenciatura Degree.**Scientific Technician/Technologist** (6) --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.

(6) A business person in this category must be seeking temporary entry for work in direct support of professionals in agricultural sciences, astronomy, biology, chemistry, engineering, forestry, geology, geophysics, meteorology or physics.