



## INSTRUCTIONS FOR EMPLOYING A CANADIAN CITIZEN IN TN STATUS

TN status is the nonimmigrant classification for a Canadian citizen who seeks temporary admission to engage in business at a professional level under the U.S.-Canada Free Trade Agreement. Professional level business activity means an undertaking that requires at least a baccalaureate degree. Application for admission is made at an airport handling international traffic, at a U.S. Preclearance/preflight station, or at a U.S. Class A port of entry.

At port of entry, the alien must present passport, proof of Canadian citizenship, copy of professional degree (diplomas/transcripts), and a letter from the prospective employer in the US. The letter from the employer must contain the following:

- the professional activity to be engaged in
- the purpose of entry
- the anticipated length of stay
- the salary to be paid
- the educational qualifications or appropriate credentials which demonstrate that the Canadian citizen has the professional level status
- that the Canadian citizen complies with all applicable state laws and/or licensing requirements from the occupation to be engaged in

The alien must obtain a visa in order to be employed in the US. **A visa is not required to enter the US, but is required for employment.**

Attached is a copy of a sample letter to be used as a guide in preparing a letter for the potential employee.

A Canadian citizen may obtain TN status initially for up to a one year period. Extensions beyond one year must be applied for through the U.S. Immigration and Naturalization Service (see TN Extension Instructions on the HRM website).

## SAMPLE LETTER TO EMPLOY A CANADIAN CITIZEN

Date

MEMORANDUM TO: U. S. Immigration and Naturalization Service

REGARDING: Entry of Canadian Citizen to work on a  
Research Project

This letter is written to request approval to employ a Canadian citizen, *Employee Name*, to work on an agricultural research project. *Employee Name* will be employed as a *Job title* in the Department of \_\_\_\_\_ under the Louisiana State University Agricultural Center. He/She will be working under the direction of Dr. \_\_\_\_\_. We would like *Employee Name* to begin employment on July 1, 2000 or as soon thereafter as possible. His/Her employment will continue through June 30, 2001. He/She will be paid \$\$\$\$\$.\$\$ per month working forty hours per week.

Duties of this position include (*use this paragraph to elaborate on the duties of the employee*). *Employee Name* is exceptionally qualified for this position. *Briefly describe this individual's educational background and overall relevant work experience.*

I understand that because this job is as an agricultural job, *Employee Name* may work for up to one year under TN status, as authorized by NAFTA. We would like to employ him/her under the Scientist Technician/Technologist category of Appendix 1603.D.1 (*contact the AgCenter HRM office for the correct category to use in this letter*).

If there are any questions, please contact Ms. Ann Coulon, Director of Human Resource Management at (225) 578-6787 or (225) 578-4221. Thank you for your consideration of this request.

Sincerely,

William B. Richardson  
Chancellor