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).
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