

[Faculty Immigration Office](#)

Old Main #201, Dept 2000 (701) 231-8052 (office)

A citizen of Canada or Mexico who seeks *temporary* entry as a business person to engage in activities at a professional level may be admitted to the United States in accordance with the North American Free Trade Agreement (NAFTA). The applicant seeking admission must have at least a baccalaureate degree and be in a profession listed in the Free Trade Agreement. The citizen who qualifies for admission will be classified as TN (Trade NAFTA) for a period not to exceed three years with unlimited requests for extensions. TN status is only available to citizens – **those with Canadian or Mexican passports**. Dependents of TN status-holders apply for entry in TD nonimmigrant status. Dependents who are non-citizens (those without Canadian or Mexican passports) must apply for a TD visa at a U.S. Consulate. Persons in TD status are not permitted to engage in employment inside the U.S., even if the source of pay is from a foreign entity

**TN Professions:** <https://www.nafsa.org/regulatory-information/8cfr2146#2146c>

#### Obtaining TN Status (nonimmigrant)

1. Mexican citizens → **a visa is required** and must be obtained from a Consulate/Embassy abroad
2. Canadian citizens → **no visa required**. These individuals apply for TN/TD status at a US Port of Entry
  - a. **\*Note: The Dept. of Homeland Security (DHS) recommends Canadian citizens contact their planned port of entry in advance (at least 3-5 days) to avoid any delays and/or unexpected surprises**
  - b. **Present the following at the port of entry:**
    - i. Immigration Letter from the NDSU Faculty Immigration Office
    - ii. Offer letter (faculty) from the NDSU hiring unit or Employment Letter (staff) provided by HR
    - iii. Proof of citizenship (passport)
    - iv. Proof of applicant's professional credentials/qualifications – ex: degree/certificate/license\*, curriculum vitae, etc.
    - v. Credential Evaluation – for applicants with a non-US degree/certificate/license
      1. The evaluation must show the US equivalency.
      2. We can provide credential evaluation resources, if needed
    - vi. *If the degree is granted from a Canadian/Mexican institution and is written in English, the POE might accept the course transcript(s) (English version) in lieu of a credential evaluation*
3. There may be a port of entry fee. Inquire about the current fees at the US Port of Entry or Mexican Consulate/Embassy
4. **You may apply for initial TN-entry up to 10 days before the effective date noted in your Immigration and Offer Letters.**
  - a. Likewise, after employment ceases, you are allowed a **10-day departure grace period** if employed until the end of the authorization period stated in the TN-letter.
  - b. If employment ceases earlier than the authorized period in the TN-letter, you *might* be eligible for a departure grace period **up to 60-days. This is discretionary and dependent on other factors, so contact Faculty Immigration Office**
5. Legal entry is established by issuance of an I-94 number, which is given by US Customs and Border Protection (CBP) for land-crossings. The number is retrieved electronically for air and sea arrivals.

#### After Arriving in the US

1. **IMPORTANT: The employee must contact the Faculty Immigration Office soon after arriving in the U.S.**
  - a. Contact us at (701) 231-8052 or [ndsuhimmigration@ndsuh.edu](mailto:ndsuhimmigration@ndsuh.edu)
  - b. We will provide you with a list of documents copies needed for our office
2. The I-94 record proves your legal entry to the US. It will be required for the following offices and agencies:
  - a. NDSU Faculty Immigration Services
  - b. NDSU Payroll Office
  - c. U.S. Social Security Administration (for Social Security Number)
  - d. ND Dept. of Motor Vehicles (for driver's license)