



TN Status for Canadian and Mexican Citizens

Checklist of TN documents

- Proof of Canadian or Mexican citizenship;
- Detailed offer of employment letter from the hiring department (see sample from ISSS). The letter should:
 - be on DU letterhead with an original signature from the hiring unit;
 - affirm the [Appendix 1603.D.1](#) profession of the applicant and the purpose of the entry
 - describe in detail the duties the applicant will perform in the U.S.
 - specify the anticipated duration of employment
 - review the educational qualifications or credentials which demonstrate the applicant has professional level status
 - describe the arrangements for payment for the services to be rendered, including the source of remuneration, salary, and benefits;
- Evidence that the job is in one of the occupations listed in [Appendix 1603.D.1](#)
 - This can be in the form of a copy of the Appendix, with a statement in the employer letter or cover letter specifically placing the employment within one of the occupations listed;
- Evidence that the individual has the required credentials for the job as stated in [Appendix 1603.D.1](#)
 - The TN applicant must present his or her credentials, including diplomas, transcripts, licenses, certificates or other documentation. DOS and DHS have the right to request to see these documents in **original** form or certified copies, so the applicant should be prepared with originals or certified copies.
 - Any credentials obtained outside the U.S., Canada or Mexico should be accompanied by a credentials evaluation and certified English language translation if the credentials are in a language other than English. If seeking to prove experience to meet the TN requirements, the applicant should submit letters from previous employers or business records for proof of self-employment.

- In general, there must be a reasonable connection between the academic or professional credentials of the individual and the duties that will be performed. If the connection is not obvious, a reasonable argument should be provided to support the application;
- Any required State licenses; and
- A statement that the purpose of the entry to the U.S. is temporary. Although this may be set forth in the employer's letter, the applicant should articulate it at the time of admission.

Applying for TN Admission – Canadian Citizens

Establish eligibility for TN status at the time of seeking admission to the United States, by presenting required documentation to a CBP officer at the port of entry or pre-clearance/pre-flight inspection station.

- Proof of Canadian citizenship. A passport is the best way to prove Canadian citizenship;
- Documentation establishing eligibility for TN classification; and
- \$50 application fee, in U.S. dollars.

Ports of Entry for optimized processing of TN entry from Canada

<https://www.cbp.gov/travel/canadian-and-mexican-citizens/traveling-tn-or-l1-visa-canada>

Applying for TN status – Mexican Citizens

Mexican citizens must apply for a TN entry visa at a US embassy or consulate abroad following the visa application procedure for the embassy or consulate where they will apply and be presenting the following documents:

- Mexican passport, valid for at least six months beyond the period of stay being requested;
- Documentation establishing eligibility for TN classification;
- Completed online nonimmigrant visa application, Form DS-160; and
- Visa application fees
 - MRV fee, plus
 - TN visa reciprocity fee

After obtaining the TN entry visa, Mexican citizens can apply for entry to the U.S. with the following documents:

- Mexican passport with TN entry visa; and
- Documentation establishing eligibility for TN classification.

Please contact Laura Buhs, Assistant Director, at lbuh@du.edu or 303-871-7861 if you have any questions.