

[Faculty Immigration Services](#)

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 – **landed immigrants are not eligible**. Dependents of TN status holders apply for entry in TD nonimmigrant status. Non-Canadian citizen dependents must apply for a TD visa at a U.S. Consul. Persons in TD status are not allowed to be employed in the United States 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 status at the 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. Job offer letter from NDSU
    - ii. Proof of citizenship
    - iii. A separate immigration letter from NDSU listing (1) the job responsibilities (*these must match one of the professions listed in the Free Trade Agreement*) (2) proposed dates of employment (3) amount of pay/remuneration . (This immigration letter is provided by Faculty Immigration Services)
    - iv. Proof of applicant's professional credentials/qualifications – ex: degree/diploma/certificate/license\*, curriculum vitae, etc.
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 TN-entry up to 10 days before your contract effective date.**
  - 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 our 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.
6. Applicant's with non-US (foreign) degrees/diplomas/certificates must have a credential evaluation from a reliable evaluation service provider that specializes in such evaluations. The evaluation must show the US equivalency.
  - a. We can provide credential evaluation resources, if needed

### After Arriving in the US

1. **IMPORTANT: The employee must contact Faculty Immigration Services soon after arriving in the US.**
  - a. Contact us at (701) 231-8052 or [ndsimmigration@nds.edu](mailto:ndsimmigration@nds.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. US Social Security Administration (for Social Security Number)
  - d. ND Dept. of Motor Vehicles (for driver's license)