

Part II Appendix

Please Submit the Following Required Documents to International Scholar Services (Applicant submits items 1- 10. Department submits item 11)

- 1 Copies of the foreign national's proof of Canadian/Mexican citizenship (i.e. valid passport, birth certificate, or citizenship card)
- 2 Copies of credentials, including diplomas, (or transcripts if the diploma does not show that the degree award was in your field of specialty, licenses), certificates, or other documents.

NOTE: If your diploma comes from an institution outside the U.S., you must submit one copy of a translation of the degree (if it is not in English) and a copy of a Credentials Evaluation from a recognized U.S. credential evaluation service. Any diploma issued by an institution outside the U.S. must be evaluated as equivalent to a degree in the U.S. Credential Evaluation for Foreign Degree(s) must be obtained from a member of National Association of Credential Evaluation Services (www.naces.org)

- 3 Completed TN Request Form
- 4 Copy of the foreign national's current resume or CV
- 5 A letter from applicant stating that the purpose of entry to the U.S. is temporary
- 6 Copies of proof of a license to practice one's profession are required
- 7 Copy of EAD, if applicant's current status is F-1 OPT
- 8 Copy of J-1 DS-2019, applicant's current status is J-1
- 9 Copy of Approval Notice for J-1 Waiver, if applicant has been subject to section 212
- 10 Copy of legal status, if applicant is currently on any other visa **Current visa type:**

Department submits the following:

- 11 **Department support letter. The letter should include the following:**
 - A. Detailed reasons for the department to sponsor TN status**
 - B. Role and duties the applicant will perform at UTSA**
 - C. Anticipated length of stay**
 - D. Educational qualifications/credentials and experience, which demonstrate the applicant has professional level status**
 - E. Arrangements for payment for the services to be rendered**
 - F. Confirmation that the applicant meets all license requirements if applicable**

