



## ***CSULA Guidelines for Sponsoring Trade NAFTA Temporary Workers***

When a CSULA department or other unit wishes to employ a Canadian or Mexican national temporarily and to obtain TN status for the individual, or to obtain an extension of TN status, the International Program and Services (IPS) will assist with counseling for that person. For each person to be sponsored for TN status, or an extension of TN status, the information requested below should be provided.

The following eligibility requirements have to be met:

- 1) The profession has to be on the list of qualifying positions for TN status, as set forth in Appendix 1603.D.1 to Annex 1603 of the NAFTA.
- 2) The position requires the individual to have at least a baccalaureate degree or appropriate credentials demonstrating status as a professional.
- 3) The individual possesses the requisite educational background and experience for that position.

In order to request that CSULA petition for TN classification, the chair or director should provide IPS with all the documents listed below.

### **BIOGRAPHICAL INFORMATION SHEET**

The attached sheet, signed by the chair, dean and Provost, describes the level, salary, funding, benefits and duration of the job offered as well as information about the alien for USCIS forms. IPS will use this information to determine whether the job offer meets CSULA criteria. If so, IPS will assist the attorney with the case, work with the outside attorney to ensure that CSULA policies and standards are complied with.

### **SUPPORTING DOCUMENTATION**

If an outside attorney will assist with the case, the following documents must be submitted to IPS in addition to the Biographical Information form: copy of highest academic degree certificate; curriculum vitae.

#### **1) LETTER FROM THE CHAIR/DIRECTOR**

The department chair or unit director should write a letter addressed to:

United States Citizenship and Immigration Services  
Nebraska Service Center  
P.O. Box 87129  
Lincoln, NE 68501-7129

**This letter should include:** title of position; salary; appointment dates; number of hours of employment per week; statement that the employment is for a period of one year; description of the specialty position, including job requirements and the academic degree necessary for the position; and the academic and other qualifications of the appointee.

#### **2) DEGREE VERIFICATION**

A copy of the beneficiary's highest academic degree is required. A photocopy of the diploma is acceptable; however, applicants should submit a signed statement with it which reads: "Copies of documents submitted are exact copies of unaltered original documents and I understand that I may be required to submit original documents to an immigration or consular official at a later date." A translation certified by the translator is required if the document is in a foreign language.

#### **3) CURRICULUM VITAE**

A curriculum vitae of the alien including professional history (education and employment); list of publications; and list of special awards, honors, and professional memberships is required.

All above documents should be submitted to Amy Wang at the International Programs and Services (Administration Building 127) prior to the individual traveling.