Under the 1994 North American Free Trade Agreement ("NAFTA"), The TN (Trade NAFTA) category was developed to facilitate the entry of Canadian and Mexican Citizens to the United States in order to participate in professional activities.

In order for Canadian or Mexican professionals to seek work authorization in the TN classification, they MUST pursue employment in specific professions. Please view the NAFTA Professional Job Series List to learn about the professions that qualify for the TN status.

Required Documents

Canadian or Mexican professionals must submit following documents in order to enter U.S. in TN status:

1. A WKU letter of offer which reflects position title, job description, anticipated start and end dates of employment. Please see sample letter for your reference.
2. The letter of offer should also reflect the salary and describe the arrangements for payment and benefits offered for the services.
3. Evidence that the prospective Canadian or Mexican professional meets the minimum education requirements for job/position. All academic records (transcripts) must be in English or translated into English. The Department of Homeland Security (DHS) has the right to request to see these documents in original form or certified copies. Therefore, ISSS strongly advises all academic records be originals in English or accompanied by a professional credentials evaluation.
4. Proof that all license and or appropriate requirements (if applicable or needed) have been satisfied to allow the prospective professional to practice the job in the States.
5. Proof of Canadian or Mexican citizenship. Canadian or Mexican professionals are urged to use their passports to travel to the States.
6. Demonstration of ties to Canada or Mexico. Canadian or Mexican professionals should be able to demonstrate that they do not intend to remain or work permanently in the States.

The TN is specific to the employer and job/position for a Mexican or Canadian TN employee. In other words, the WKU TN employee CANNOT seek other employment (other than the one listed on the offer letter) at WKU or with any another employer.

Entry to the States

- Canadian citizens must present the above required documents to the U.S. immigration official at the port of entry (airport) to apply for entry to the States. In other words, the Canadian TN is not required to have the TN visa in the passport to enter the U.S. The Canadian TN prospective applicant will be required to pay approximately USD $60.00 mandatory fees
- Mexican citizens must present the above required documents to the U.S. embassy or consulate to apply for a TN visa PRIOR to entry to the States. Mexican citizens are required to have the TN visa as well as the above listed documents to enter the U.S.
The TN status will be adjudicated at the port of entry and the TN applicant will be admitted to the States in TN status. An I-94 card will be issued to the TN applicant to reflect the admission decision and it should bear the notation of the name of the employer or position.

Form I-9

TN visa holders must report to the WKU Office of International Student & Scholar Services to complete the form I-9 before being eligible to begin employment.

Length of Employment

Canadian and Mexican citizens may be admitted to the States in TN status for up to three years to engage in employment; however, there is no cumulative total limit on the time Canadian or Mexican citizens can be in TN status.

Extensions of stay may also be granted in increments of up to three years, provided that the TN nonimmigrant is able to demonstrate that he/she does not intend to remain or work permanently in the States.

Dependent Status (TD)

Dependents of TN status holders are admitted to the U.S. in TD (Trade Dependent) status. TD status holders may attend school, either full or part-time. However, TD status holders are not authorized to work in the States.

Health Insurance

We urge all TN employees to have medical/health insurance for the period of their appointment, starting with the first day of their employment. Dependents travelling with the TN employee (spouse and/or children) must obtain TD visa/status and are encouraged to carry health insurance.

If the employment benefit package includes health insurance, please update the offer letter with the insurance coverage. However, if there is no health insurance benefit, WKU is very pleased to offer the Academic Health Plan (AHP) with an estimated cost of $1300 per calendar year for the TN employee and much more for the dependents.