TN APPLICATION CHECKLIST

To apply for TN sponsorship from WMU, submit the following to Immigration Services. Please allow ten business days for processing.

TN’s Name: ___________________________________________________

☐ Export Control decision letter from WMU Export Control Committee at OVPR (Department must request clearance from the WMU Export Control Committee at OVPR. Please contact OVPR at (269) 387-8293 or via email at research-compliance@wmich.edu for an Export Control decision letter.)

☐ Copy of foreign national’s Canadian passport

☐ Copy of foreign national’s diploma and transcripts showing the relevant degree obtained

☐ Any degree obtained outside Canada, Mexico, or U.S. should be accompanied by a credential evaluation

☐ Copy of proof of license to practice the profession, if required

☐ Copy of letter of employment

☐ Copy of foreign national’s resume or CV

Processing Procedures:

• Once the above-mentioned documents have been received by Immigration Services, the immigration officer will prepare a cover letter for the foreign national to take to a port of entry with their original documents.

• When the TN employment packet is ready, Immigration Services will contact the hiring department to notify the TN that the packet is ready for shipping.

• The foreign national takes the TN employment packet along with original document to a port of entry in order to obtain the TN I-94 card (arrival/departure record).

• Once the TN I-94 card has been obtained at the port of entry (“Western Michigan University” and the position title must be written on the back of the card by a border official), the foreign national must return to Immigration Services to meet with the immigration officer in person for immigration check-in and verification.

* Please send the complete application packet to Immigration Services: 4th Floor, Ellsworth Hall, 1903 West Michigan Avenue, Kalamazoo, MI 49008-5246. For more information, please contact the immigration officer in Immigration Services at (269) 387-5865.