



WESTERN MICHIGAN UNIVERSITY

TN APPLICATION CHECKLIST

To apply for TN sponsorship from WMU, submit the following to International Student and Scholar Services (I3S). Please allow ten business days for processing

TN's Name: _____

- Export Control decision letter from WMU Export Control Committee at the Office of Research and Innovation (Department must request clearance from the WMU's Export Control Officer (ECO) in the Office of Research and Innovation. Please contact the ECO at (269) 387-5933 or via email at ovpr-export-control@wmich.edu for export control guidance and a 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 International Student and Scholar Services (I3S), 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, I3S 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 International Student and Scholar Services (I3S): 3110 FAUNCE STUDENT SERVICES KALAMAZOO, MICHIGAN 49008-5246. For more information, please contact the immigration officer in I3S at (269) 387-5865.**

**INTERNATIONAL STUDENT AND SCHOLAR SERVICES (I3S)
WESTERN MICHIGAN UNIVERSITY ♦ 3110 FAUNCE STUDENT SERVICES
KALAMAZOO, MICHIGAN 49008-5246 ♦ (269) 387-5865 ♦ FAX (269) 387-5899**