The nonimmigrant NAFTA Professional (TN) visa permits citizens of Canada and Mexico to work temporarily in the United States in certain occupations [1]. At Yale, the most typical use of the TN visa is for salaried employees doing teaching or research. For academic appointments (postdoctoral researcher, instructor, etc…) the basic steps are as follows:

- The host department at Yale contacts the OISS adviser [2] for that department
- Once OISS confirms TN eligibility the department sets up an OISS Connect [3] record
- The department sends the OISS adviser a draft TN support letter (see details below)
- The final letter is sent to the scholar with instructions
- The Canadian scholar presents evidence of citizenship, degree (in a field listed on the TN list [1]), the letter, pays $50.00 (Canadians) and enters the U.S.
- The Mexican scholar must apply for a TN visa at a U.S. embassy, and then enter the U.S.
- The scholar registers with OISS [4] upon arrival in New Haven

Canadians driving into the U.S. must use a pre-clearance post of entry. [5]

For complete information about the TN requirements for both citizens of Mexico and Canada, click here [6].

TN status is granted when the scholar enters the U.S. for up to a three year period based on the actual dates of employment. TN status is valid for the time the scholar is employed, up to the expiration of the I-94 record. When the employment is concluded, there is no grace period of additional time to remain in the U.S.

Spouses and dependent children of persons in TN status hold TD status.

**TN Letter**

The letter (see sample to the right) should contain the following information:

- State that it is an offer of employment and name the scholar
- Be addressed to “U.S. Customs and Border Protection”
- Contain a thorough description of the job duties and dates of employment; from-to not exceed three years and list the salary
- Ask OISS what the correct NAFTA occupation category is, and include this in the letter
- Conclude with contact information, work site location address and phone number

**TN Extensions**

Once the host department has updated OISS Connect and issued a new TN letter to the scholar the scholar can re-enter the U.S. (from Canada) by traveling and repeating steps 4 and 5 above. It is rarely worth the expense of paying for a TN extension within the U.S., but it is possible following the steps below at least 6 months prior to the expiration of the current TN.

**Department Materials**

- The department updates OISS Connect
- The department creates a new TN support letter including the dates of extension (not to exceed 3 years.)
- The department orders a $460 check request (please refer to the following chart - the fees are the same as H-1B and O-1) [7]
- Optional: The scholar or department orders a I-907 Premium Processing an additional $1,440 check
The department provides a pre-paid Yale e-Global shipping label to one of the offices below

**Shipping Addresses**

**Premium Processing**

USCIS Vermont Service Center
Premium Processing Unit
30 Houghton Street
St. Albans, VT 05478
(800) 375-5283

**Regular Processing**

USCIS Vermont Service Center
75 Lower Welden
St. Albans, VT 05479-0001
(800) 375-5283

**Materials from the Scholar**

- A copy of the current I-94 record
- Family members must complete [Form I-539](https://www.uscis.gov/i-539) [8]
- The filing fee for Form I-539 is $370
- Current I-94 record for each family member

**Source URL:** [https://oiss.yale.edu/immigration/other-visa-options/trade-nafta-status-tn](https://oiss.yale.edu/immigration/other-visa-options/trade-nafta-status-tn)

**Links:**

[2] [https://oiss.yale.edu/about/contact-oiss](https://oiss.yale.edu/about/contact-oiss)
[3] [https://oiss.yale.edu/for-departments/oiss-connect](https://oiss.yale.edu/for-departments/oiss-connect)
[7] [https://yale.box.com/v/HOLPR-fees](https://yale.box.com/v/HOLPR-fees)
[8] [https://www.uscis.gov/i-539](https://www.uscis.gov/i-539)