IMPORTANT
Please note that this process can only begin after a foreign national has been appropriately hired through the University’s employment process. For more information on the University’s employment process please go to http://employmentservices.hr.wvu.edu/oeea

A MINIMUM OF 1 MONTHS IS REQUIRED TO COMPLETE THIS PROCESS

1. The TN status is only available to Canadian & Mexican citizens
2. It takes the University approximately 1 month to prepare the TN petition
3. Foreign National (FN) acquires a TN status via traveling abroad seeking re-entry to the U.S. (Mexican citizen will need to apply for a TN visa at a U.S. Embassy or Consulate before the entry)
4. The FN may need additional time after the TN approval/TN support letter to establish her/his official work authorization (e.g. needs to apply for TN visa, apply for a social security number)

Support Determined
1. As per offer letter the Foreign National (FN) contacts the Office of International Students and Scholars Services (ISSS) OR
2. Prospective/Existing Hires: Hiring Department (HD) reaches out to ISSS for sponsorship

Sponsorship Assessment
ISSS communicates with FN, HD/ Immigration Liaison to determine that TN sponsorship is the best case strategy and assigns a case manager

Petition Process Commences
ISSS Case Manager sends case initiation email to the FN’s supervisor/Immigration Liaison with cc to Export Control Office (ECO)

Deemed Export Analysis
ECO reviews and completes deemed export process (depending on TN start date)

Simultaneously

HD Documentation
HD sends the required documents to ISSS Case Manager and the ECO (2 weeks)

FN Documentation
ISSS sends email to FN requesting supporting documentation (2 weeks)

TN Petition Review
by ISSS
ISSS Case Manager reviews the TN application package and notifies appropriate parties if additional information is needed (2 weeks)

Acquiring TN Status
a) FN with Canadian citizenship travels with the TN package abroad and seeks re-entry to the U.S.
b) FN with Mexican citizenship travels with the TN package abroad, applies for TN visa at U.S. Embassy or Consulate and seeks re-entry to the U.S. (2 weeks to a month)

Note: The TN status may also be acquired via a change of status application through form I-129 which is submitted to the U.S. Citizenship and Immigration Services for processing (3 to 4 months, expedited option available for additional fee, processing time: 15 business days)

Notification
FN re-enters in TN status and presents her/his I-94 reflecting the TN to ISSS and Tax Services

Note: ISSS receives USCIS decision on change of status application and notifies the HD/ Immigration Liaison, FN, and Human Resources (Tax Services)

Oversight Committee for the Employment of Foreign Nationals
If an issue arises that affects the normal TN process ISSS and Export Control Office will consult the Oversight Committee and the appropriate parties will be notified.