

This form is to request a TN employee and must be completed by a Department Contact. Before proceeding please review our [website](#). Complete requests should be e-mailed as one PDF to EVrequest@northwestern.edu and will be processed within 2 weeks from submission.

NU DEPARTMENT INFORMATION

Department Name:	<input type="text"/>
Department Contact Name:	<input type="text"/>
Contact Email:	<input type="text"/>
Contact Phone Number:	<input type="text"/>

TN VISITOR INFORMATION

First Name:	<input type="text"/>	If bringing a dependent (spouse or child) indicate here
Last Name:	<input type="text"/>	Dependent Name: <input type="text"/>
Country of Citizenship:	<input type="text"/>	Dependent Email: <input type="text"/>

If dependent is not Canadian citizen, he/she must obtain visa stamp at a U.S. embassy or consulate.

ELIGIBILITY & COMPLIANCE REQUIREMENTS

In compliance with federal regulations governing the TN visitor, you are certifying that all information in this submitted request is true and accurate. Your signature below indicates that you agree to the following:

The visitor:

- must be a citizen of Canada or Mexico
- degree must have been earned from institutions in Canada, Mexico or the U.S.; if not- credential evaluation is required.
- must possess qualifications and necessary license as per the designated occupation.

The position:

- must be temporary and cannot be used to bring tenure-line faculty.
- must be paid and benefits eligible.

DEPARTMENT SIGNATURES

Department Contact:	<input type="text"/>	_____	Date	<input type="text"/>
		(sign here)		
Supervisor/PI:	<input type="text"/>	_____	Date	<input type="text"/>
		(sign here)		

REQUIRED DOCUMENTS FOR ALL REQUESTS

- Invitation letter from the department (to be approved by OISS) see our website for a template.
- Biographical page of passport
- NU appointment/position confirmation
- Copies of diploma/transcripts demonstrating the professional level required for position
- Updated CV
- Credential Evaluation IF degree earned from institutions outside of US, Canada or Mexico