

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](mailto:EVrequest@northwestern.edu) and will be processed within 2 weeks from submission.

**NU DEPARTMENT INFORMATION**

Department Name:

Department Street Address:

Department Contact Name:  Contact Email:

Contact Phone Number:

**TN VISITOR INFORMATION**

TN's First Name:  **If bringing a dependent (spouse or child) indicate here**

TN's Last Name:  Dependent Name:

TN's Country of Citizenship:  Dependent Email:

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:**

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

**DEPARTMENT SIGNATURES**

Department Contact:  \_\_\_\_\_ Date

(sign here)

Supervisor/PI:  \_\_\_\_\_ Date

(sign here)

**REQUIRED DOCUMENTS FOR ALL REQUESTS**

- Invitation letter from the department (to be approved by the IO) 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
- Update CV
- Credential Evaluation IF degree earned from institutions outside of US, Canada or Mexico