Northwestern
OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

Department TN Request

Updated 11/2026

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 oiss-scholars@northwestern.edu and will be processed within 2 weeks from submission.

NU DEPARTMENT INFORMATION

Department Name:

Department Contact Name:

Contact Email:

Contact Phone Number:

TN VISITOR INFORMATION

First Name:

Last Name:

Country of Citizenship:

If bringing a dependent (spouse or child) indicate here

Dependent Name:

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 posses
- ☐ 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.

FUNDING

An OISS fee of $360 will be charged once your application is received by our office. If this application is submitted within two weeks of the EV's start date, an additional $225 OISS rush fee will be charged. The rush fee cannot be charged to a grant account and must be charged to a department/discretionary account. PLEASE NOTE: Your account number will always be 76780; please keep it open for 4 weeks.

Northwestern University Financials Chartstring:

Fund: Dept ID: Project ID: Activity: Program:

Rush Fee Chartstring (if necessary):

Fund: Dept ID: Project ID: Activity: Program:

NOTE: To ensure that your DS-2019 is issued in a timely manner, please confirm the accuracy of your Chartstring and ensure that funds are available before submitting your request. We will not be able to issue any documents until the Chartstring has been charged and cleared through our accounting system.

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DEPARTMENT SIGNATURES

Department Contact: _____ Signature: _____ Date: _____

Supervisor/PI: _____ Signature: _____ Date: _____

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