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### TN Department Questionnaire

1. Name of TN employee

\_\_\_\_\_  
Surname or family name

\_\_\_\_\_  
First or given name

\_\_\_\_\_  
Middle name

2. Gender:  Male  Female

3. Status request:

Original  Extension  Amendment

4. Start date for TN: \_\_\_\_\_ End date for TN: \_\_\_\_\_

5. University department

\_\_\_\_\_  
Name

\_\_\_\_\_  
Location

\_\_\_\_\_  
Fax

6. Department contact person

\_\_\_\_\_  
Name

\_\_\_\_\_  
U of R address (box)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

7. Name and title of TN employee's supervisor: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

8. Location and telephone number of supervisor: \_\_\_\_\_

\_\_\_\_\_  
Location

\_\_\_\_\_  
Telephone

**NOTE: The TN nonimmigrant status is specific to the foreign national, the employer, and the job being performed by the foreign national. TN work authorization is granted by USCIS or the Trade officer at the port of entry to a specific foreign national, only authorizes the foreign national to work for the University of Rochester and not for any other employer.**

Name of TN employee

Surname or family name

Given name

Middle name

**Job Description for TN Classification**

Prepare an accurate job description that includes necessary duties and minimum requirements for the job being offered. This job description will assist the ISO in determining the appropriate TN classification from Appendix 1603.D.1.

Title of Position: \_\_\_\_\_

Salary offered: \_\_\_\_\_

U of R Position Code: \_\_\_\_\_ U of R HRMS Title: \_\_\_\_\_

This position is:

full-time  part-time

If part time, indicate the number of hours per week: \_\_\_\_\_

Will the TN employee supervisor anyone?  Yes  No

- If yes, indicate the title and number of his or her subordinates:

**Job Description:**

**Minimum Education Requirements - list level of education and field(s) acceptable:**

**# of months/years of experience required:**

**Special skills required:**

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The undersigned confirms that he or she is authorized to offer this position to the TN employee and that the information contained in this questionnaire is correct according to the best information available.

Name printed \_\_\_\_\_  
Department Chairperson

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Department Chairperson

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### Hiring Department Documentation Required for TN

Submit the following documentation to Kathleen Strout in the International Services Office, 40 Celebration Drive, Suite 100, PO Box 270446, Rochester, New York 14627-0446.

1. Completed, signed, and dated TN Department Questionnaire.
2. Completed TN Employee Questionnaire and required documentation.
3. Completed TN Family Member Information form, if applicable, with required documentation.
4. A letter of support from the hiring department needs to be provided to the TN candidate. The Department Chairperson should sign this letter of support. The letter should detail the foreign national's responsibilities and qualifications and include the following items.
  - name and address of hiring company
  - TN category
  - job title
  - job duties
  - annual salary
  - full-time or part-time designation (if part-time, hours per week)
  - educational and experiential requirements
  - how the candidate meets the educational and experiential requirements of the job
  - hiring manager's name and title
  - manager's original signature
5. Copies of offer of employment letter, acceptance letter, and/or contract between the foreign national employee and the University of Rochester.

**\*Please return paperwork printed **single-sided only**, not double-sided\***

**Return questionnaire to:** Kathleen Strout, International Services Office  
 University of Rochester  
 40 Celebration Drive, Suite 100, PO Box 270446  
 Rochester, New York 14627-0446  
 Telephone # (585) 275-3314 for Kathleen  
 Fax # (585) 244-4503