

## Instructions to Employee for Obtaining TN Status

Individuals coming to University of Maryland to engage in employment or activities in TN status should carry the following documents with them to the U.S. port of entry to obtain admission in TN status:

1. A letter from the university indicating a request to enter the U.S. in TN status (the employing department or supervisor should provide this);
2. Offer letter from the employing department;
3. Original passport;
4. Valid TN visa (Mexican citizens only). Consult the website of the U.S. embassy or consulate where you will apply for the visa for information about interviews and what documentation is required. You can find links to U.S. embassy and consulate websites around the world at <http://www.usembassy.gov>;
5. Diplomas and transcripts from all institutions of higher education attended (originals or certified copies);
6. If the degree relevant to the position was earned at an institution of higher education outside Canada, Mexico or the United States, a credential evaluation is required. Credential evaluation services can be found at <http://www.naces.org/members.htm>;
7. License to practice profession in the State of Maryland (if applicable);
8. \$50 application fee (in U.S. dollars).