

Department Request Form for TN Status

Please complete this form and e-mail with requested documents to your international scholar advisor at the OISS for review, **before obtaining signatures.**

Section 1: Employee Information		
Employee Name	Family	Given Middle
Type of Petition		
Requested Start Date	Requested End Date	
Section 2: Department and Contact Information		
Department		
Contact Person	Email	
Campus Box	Dept FedEx #	
Section 3: Position Information		
Job Title		
If faculty, identify track	If Post-doctoral, when will it end?	
Supervisor Name	Supervisor Title	
Salary per year	If less than full-time, number of hours per week	
Is there a possibility of additional support/funding for additional activities (i.e. bonuses, faculty summer support, summer teaching/research, etc.)		
If yes, please describe		
Eligible Benefits Package		
Section 4: Qualifications		
Minimum Degree Required		
Required Field(s) of Study		
Is Work Experience Required?	If yes, how much?	
Describe Experience		
Is Training Required?	If yes, how much?	
Describe Training (i.e. postdoctoral, clinical, other)		
Is any Licensure Required?	If yes, please describe	

Section 5: Description of Job Duties and Responsibilities

**Be sure to write for an audience that does not have a background in the specialty field.
If additional space is needed, you may attach a separate sheet.**

Describe the focus of the department or laboratory. If the focus involves research, describe the type of research conducted in the laboratory. If the research will contribute to a better understanding or knowledge of human health and/or disease, identify how.

Outline the specific duties of the TN employee on a day-to-day basis. If he or she is working in a research laboratory, state the research techniques utilized in the research project. If there are any teaching duties, please indicate that.

How does the academic degree prepare this prospective TN for the specialty occupation? That is, how are the coursework and dissertation/thesis research tied to what the TN employee will be doing in this position?