



# TN Supplement

Request for TN documentation for prospective Canadian or Mexican employee  
**To be Completed by Department and submitted with Form A**

International Students & Scholars Office ♦ 888 Commonwealth Avenue, Second Floor ♦ Boston, Massachusetts ♦ 02215  
Telephone: 617/353-3565 ♦ isso@bu.edu ♦ www.bu.edu/isso ♦ Facsimile: 617/358-1170

## A. BU Department Information

Department:

BU Host / Supervisor Name:

Department Contact Name:

## B. Scholar Name

Family Name / Surname:

First / Given Name:

Middle Name(s), if applicable

## C. Additional Appointment Information

Number of people this person will supervise:

[Greyed out area for supervision count]

Describe fully the job duties to be performed. Include amount and type of supervision required. Please attach a separate sheet, if necessary.

## D. Processing Information

Date scholar will enter the US:

Planned Port of Entry:

Consulate where scholar will apply for TN visa (Mexican citizens only):

**Extensions:** If this is a request for an *extension* of TN status for a current BU employee, please indicated whether the scholar will apply for the extension at a US Port of Entry using a TN letter produced by the ISSO, or if the department and the scholar would like the ISSO to apply for the extension through the USCIS Service Center (a 4-6 month process).

*Scholar will apply at Port of Entry*       *Please apply through a USCIS Service Center*