



# 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. Employee/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/employee will enter the US:

Planned Port of Entry:

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

**Extensions or Change of Status:** If this is a request for an *extension* of or change to TN status for a current BU employee, please indicate whether the employee/scholar will apply for the extension or new TN request at a US port of entry or if the department and/or the employee/scholar prefer that the ISSO submit a request to USCIS for the extension of or change to TN status (additional forms, fees and time-lines may apply).

Will apply at U.S. port of entry

Apply on behalf of employee/scholar via petition to USCIS