Department Request Form for TN-1 Status
For Current/Prospective International Employee

TYPE OR PRINT CLEARLY

1. Check One ◯ Initial TN-1 or ◯ Extension

2. Name of Beneficiary: _____
(Last) (First) (Middle)

3. Hiring Department: _____ 4. Job Title: _____

5. Is this a full-time position? ◯ Yes ◯ No 6. Annual Salary: _____

7. Source(s) of Funding: _____

_____

8. Start date of employment: _____/_____/_____ 9. Location(s) of Job Site(s): _____

10. Highest academic degree awarded to the Beneficiary, including field of study (e.g., Ph.D. in Biology):

_____ 11. Date degree was awarded: _____
year

12. **Email** a brief description of duties (5-10 sentences) including specific scientific techniques to be utilized, a combination of scientific, and layman's description of the research project including the overall relevance to medical science. **Send the email to tsriglobal@scripps.edu with beneficiary name in subject line.**

13. Check One option

◯ Researcher will enter/re-enter at Border Crossing. Where: _____. Return the completed i) Request Form, ii) TN-1 Beneficiary Information Form, to the INTERNATIONAL OFFICE, TPC-18.

◯ Researcher will need to extend via filing petition at Immigration Service Center. Return the completed i) Request Form, ii) TN-1 Beneficiary Information Form, iii) Check for $320 payable to "Department of Homeland Security", to the INTERNATIONAL OFFICE, TPC-18.

_____	_____	__/__/___	_____
Name & Title of Lab Director	**Signature**	**Date**	**Ext.**
_____	_____	__/__/___	_____
Name of Lab Administrative Assistant	**Signature**	**Date**	**Ext.**