



**U.S. Customs and
Border Protection**

DEC 23 2011

MEMORANDUM FOR: Directors, Field Operations
Director, Preclearance Operations
Office of Field Operations

Director, Field Operations Academy
(B)(6), (B)(7)(C)

FROM: Executive Director
Admissibility and Passenger Programs

SUBJECT: TN Processing at Ports of Entry

The Office of Field Operations is clarifying procedures for citizens of Canada who are applying for entry to the United States under the Northern American Free Trade Agreement (NAFTA). According to 8 C.F.R. § 214.6 (d)(2), a citizen of Canada seeking temporary entry as a business person to engage in business activities at a professional level shall make an application for admission with a Customs and Border Protection (CBP) officer at any United States Class A port-of-entry, at a United States airport handling international traffic, or at a United States preclearance/pre-flight station.

An application for entry as a TN professional is an application for admission that must be made, in person, to a Customs and Border Protection officer at the same time the individual is applying for admission to the United States. The applicant must submit documentary proof that he or she is a citizen of Canada, in possession of an offer of employment from a prospective U.S. employer or from a foreign employer. The applicant must also be interviewed regarding his or her qualifications.

Documentation from the prospective employer in the U.S, or from the foreign employer, must include the following:

- A statement (in the form of a letter or contract) of the professional-level activity listed in Appendix 1603.D.1 in which the applicant will be engaging, a full description of the nature of the job duties the applicant will be performing and the anticipated length of stay;
- The arrangements for remuneration.
- Evidence that the applicant meets the educational qualifications or alternative credentials for the activity; and
- Evidence that all licensure requirements, where required by state or local law, have been satisfied.

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TN Processing at Ports of Entry

A Canadian citizen who qualifies for admission under NAFTA in the TN classification must remit the fee prescribed in 8 CFR 103.7 (presently \$50.00 US) upon admission. Upon remittance of the fee the CBP officer will issue the applicant a Department of Homeland Security receipt and a multiple entry Form I-94 showing admission in the classification TN for the period requested not to exceed 3 years.

Please ensure that this memorandum and muster are disseminated to all ports of entry within your jurisdiction.

If you have any questions or require additional information, please contact (B)(6), (B)(7)(C) Director, Enforcement Programs at (B)(6), (B)(7)(C)

Attachment

Weekly Muster

Week of Muster: Upon receipt
Topic: TN Processing at Ports of Entry
HQ POC/Office: (B)(6), (B)(7)(C)
Office: Enforcement Programs

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An application for entry as a TN professional is an application for admission that must be made, in person, to a CBP officer at the same time the individual is applying for admission to the United States. The applicant must submit documentary proof that he or she is a citizen of Canada, in possession of an offer of employment from a prospective U.S. employer or from a foreign employer. The applicant must also be interviewed regarding his or her qualifications. The initial term of admission for a TN is the period requested not to exceed 3 years.

Documentation from the prospective employer in the U.S, or from the foreign employer, must include the following:

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