

INTERNATIONAL FACULTY & SCHOLARS

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TN RECEIPT NOTICE MEMORANDUM

TO: TN Employee / Beneficiary
FROM: UA International, International Faculty & Scholars (IFS)
SUBJECT: TN Receipt Notice/Pending TN Petition
CC: Sponsoring Department

This memorandum provides important information regarding your pending TN filing sponsored by the University of Arizona.

Depending on the type of TN filing submitted, you may receive:

- A USCIS I-797 Receipt Notice (if filed with USCIS), or
- Port-of-entry admission documentation.

The receipt notice confirms that USCIS has received the filing and that the case is pending adjudication.

If you have questions about your H-1B petition or work authorization, contact:

AZ International – International Faculty & Scholars

email: uaifs@arizona.edu

website: <https://international.arizona.edu/ifs>

Important TN Receipt Notice Information

1. Initial TN Filing/Change of Status

If the filing submitted on your behalf requests:

- An initial TN change of status within the United States, or
- A TN extension/change filed with USCIS,

you are not authorized to work beyond your currently valid status unless otherwise permitted by regulation.

Employment authorization is governed by the validity dates listed on your:

- Current I-94 record,
- TN approval notice (if applicable), or
- Other valid employment authorization documentation.

2. TN Extensions with The University of Arizona

If your TN extension was timely filed with USCIS before expiration of your current TN status, you may generally continue employment with the University of Arizona while the petition remains pending, as permitted by federal regulations.

Departments should coordinate with Workforce Systems regarding I-9 and employment verification requirements.

3. Canadian TN Applications at Port of Entry

Canadian citizens often apply for TN status directly at a U.S. port of entry and may receive:

- An admission stamp, and/or
- Electronic I-94 admission record.

The I-94 record serves as evidence of TN status and authorized employment period.

4. Mexican TN Visa Applicants

Mexican citizens generally must first obtain a TN visa stamp from a U.S. consulate before admission to the United States in TN status.

5. Employment Restrictions

TN status is employer- and position-specific. You may work only:

- For the sponsoring department at the University of Arizona, and
- In the approved TN position.

Any material changes in employment must be reviewed by IFS before implementation.

TN Receipt Notice – Frequently Asked Questions (FAQ)

1. What is a TN Receipt Notice?

If your TN filing was submitted to USCIS, the I-797 Receipt Notice confirms that USCIS has received the filing and that the case is pending adjudication.

2. Does the Receipt Notice mean my TN request is approved?

No. A receipt notice only confirms receipt of the filing. Approval is issued separately.

3. Can I work with only the Receipt Notice?

It depends on the type of TN filing and your current immigration status. Employment authorization is determined by federal regulations and your current period of authorized stay.

IFS and Workforce Systems will advise departments regarding employment verification requirements.

4. What documents should I keep?

You should retain copies of:

- Passport;
- I-94 record;
- TN support letter;
- USCIS receipt notices or approval notices (if applicable); and
- Prior immigration documentation

5. How long does TN processing take?

Processing times vary depending on whether the request was filed with USCIS or processed at a U.S. port of entry or consulate.

Current USCIS processing times are available at:

<https://www.uscis.gov>

6. Who should I contact with questions?

For questions regarding TN status, employment authorization, or travel:

AZ International – International Faculty & Scholars

email: uaifs@arizona.edu

website: <https://international.arizona.edu/ifs>