

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO  
VISA & IMMIGRATION SERVICES ADMINISTRATION  
REQUEST TO SPONSOR UNDER TN TEMPORARY WORKER STATUS  
2015 DEPARTMENTAL TN VISA QUESTIONNAIRE**

**TN Visa Application for (NAME OF PROSPECTIVE EMPLOYEE)**

**A. INFORMATION CONCERNING THE SPONSORING DEPARTMENT**

1. Name and official title of the person who will be the sponsor of the TN visa application on behalf of the department:
  
2. Department's address and main telephone number:
  
3. Department's fax number:
  
4. Departmental contact if different than above, (name, phone, email):
  
5. Departmental FOAP account number to be used for billing purposes:
  
6. Has your department laid off a U.S. worker in the past 90 days or do you plan to layoff any workers in the next 90 days?

**B. INFORMATION ABOUT THE POSITION**

1. Job title:
  
2. Rate of pay:
  
3. Dates of intended employment:
  
4. Will this be full time or part time employment? If part time, please list number of hours per week to be worked, and work schedule.

**C. DOCUMENTS REQUESTED**

1. Copy of the offer letter sent to the Foreign National from the department.

2. PDQ/Faculty Position Description Form.

I certify that all information contained in this questionnaire is true to the best of my knowledge.

AUTHORIZATION OF DEPARTMENT HEAD (CHAIR, DIRECTOR, ETC.)

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Signature**

**Please email or fax the completed form, job description, etc. to:**

Anne Githae, J.D., LL.M

Managing Director

Visa & Immigration Services Administration

Human Resources

4800 Alberta Ave

El Paso, TX 79905

Or Fax: 915-783-5157 or Email: [ELP\\_Visa@ttuhsc.edu](mailto:ELP_Visa@ttuhsc.edu)