

UNIVERSITY *of*
NORTHERN COLORADO



Requirements for Hiring International Faculty or Staff

In addition to all other requirements for a contract, faculty or staff who are not holders of American passports or Legal Permanent Residents will require immigration paperwork. Depending on the country involved, this could take up to 90 days for processing. For any country other than Canada, please contact the Human Resources Department to find the current requirements.

For Canadian citizens, a TN visa will be required. This type of visa is good for one year at a time, with no maximum limit. The position must not be tenure track, and the Canadian citizen may be requested to prove intent to return to Canada. A list of the appropriate categories for a TN visa can be acquired from the Center for International Education, 351-2396 or helen.okeefe@unco.edu. Professors, lecturers, and business consultants are on the list, as well as many other categories.

What the Hiring Department will provide:

A letter including the following information:

State the title of the position.

Describe the duties and anticipated contract length (no longer than one year). Describe the payment arrangements (such as automatic deposit, one check at the end, etc.)

Confirm that the individual meets all licensure requirements, if any are required.

Contract copy, signed and dated

Attach a copy of the individual's vita, or explain in the letter what makes this person qualified for this position.

What the faculty or staff member will take to the border (cannot apply ahead of time):

Documentation provided by department, above.

Certified copy of degree showing qualifications (optional)

Page from Appendix 1603.D.I of the North American Free Trade Agreement which describes the professional-level activity the applicant will be performing. This is available from the Center for International Education as listed above.