Submitting a TN Employee Request in Sunapsis

1. Log into Sunapsis ([see instructions](#))

2. If individual is not currently at UMB/has never been at UMB, follow the instructions to [Add a New Person](#).

3. If they are currently at UMB, or have been at the past, inquire with OIS to obtain the University ID (Sunapsis ID), you’ll also need their Date of Birth
   a. Click on the TN Employee Request under the Departmental Services, fill the information in, and click Find Record.
4. You'll then see the E-form group

5. We recommend you click on the TN Employee Questionnaire first, and send this form to the (prospective) Employee. (Click on GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION) and on the next screen, put in their e-mail address.
6. Then proceed to the TN Employee Department Request and upload the requested documents.

**TN Employee Department Request**

The TN non-immigrant classification permits qualified Canadian and Mexican citizens to seek temporary entry into the United States to engage in business activities at a professional level.

TN status may be granted for an initial period of up to three years and may be extended indefinitely in three-year increments.

**TN Process**

- Our office will review the documentation you submit.
- If we find the individual is eligible, the OIS will provide a sample TN letter for you to complete.
- You will put the letter on official University letterhead and get it signed by the department chair or supervisor of the TN employee.
- You then provide the letter to the employee, along with a copy of these instructions.

**DOCUMENTS FOR OIS TO REVIEW**

CLIENT RECORD: DUSTY LABARRE | TEMP789373

Detailed job description: Browse... No file selected.
CV/Resume of (Prospective) Employee: Browse... No file selected.
Approved Appointment or Offer Letter: Browse... No file selected.

required fields

7. Please allow 2 weeks for the OIS to review once both e-forms in the group are submitted.