Unit Checklist for Extension of TN Visa

An extension of TN status may be applied for using one of two methods: 1) through the United States Citizenship and Immigration Services (USCIS) by following the instructions below, or 2) at a Canadian/U.S. port of entry following the same instructions used for the initial entry (see HRM website for those instructions).

Follow these instructions if using method #1:

( ) 1. Unit submits personnel action form to continue appointment of employee.

( ) 2. Prepare and/or obtain the following documents which later will accompany the actual visa petition.

   a. **Information Sheet for completion of I-129 TN status.** (See attached.)

   b. Obtain a copy of both sides of the employee's I-94 form.

   c. Evidence of educational background (copies of diplomas and/or transcripts); must be in English

   d. Ensure that employee has a valid passport and provide a copy of the document to the Ag Center HRM Office.

   e. Prepare a letter explaining the reasons for the extension and include position title, dates of employment, and salary (sample letter attached). *(Extensions can only be done in increments up to one year; therefore, the dates of employment used in the letter should be no more than one year.)*

   f. Secure check or money order from the employee in the amount of $320.00 made payable to Department of Homeland Security to cover the petition fee.

   g. If a petition must be filed for a dependent, please contact the AgCenter Human Resource Management (HRM) Office for the proper application and additional instructions and fees.

( ) 3. Forward all material to the AgCenter HRM Office for review and for preparation of the final Form I-129.

( ) 4. The AgCenter HRM will obtain additional required signatures and mail the complete petition package to the United States Citizenship and Immigration Services. Approval generally can be expected 3 to 4 months thereafter.
INFORMATION SHEET FOR COMPLETION OF FORM I-129 TO APPLY FOR EXTENSION OF TN STATUS

Family Name ____________________________  Given Name ____________________________  Middle Initial ________

Date of Birth _______ / _______ / _______  Social Security Number ____________________________

Country of Birth ____________________________  Province of Birth ____________________________

Date of LAST Arrival in U.S. _______ / _______ / _______  I-94# ____________________________

Date Current Nonimmigrant Status Expires _______ / _______ / _______

Does individual have a valid passport?  ☐ YES  ☐ NO (If NO, explain)

Is an application for a dependent being filed with this petition?  ☐ YES  ☐ NO
FORMAT FOR INSTITUTIONAL SUPPORT LETTER
FOR EXTENSION OF TN VISA

Date

USCIS-Vermont Service Center
75 Lower Welden Street
St. Albans, VT  05479

Regarding: Extension of TN visa for Employee Name

This letter is to request extension of TN visa status for Employee Name for the period July 1, 2000 through June 30, 2001 at a salary level of $$$,$$$ per year.

Employee name is responsible for assisting in research on _________________________________. Use this paragraph to elaborate on the duties of the employee and the overall impact or purpose of the research.

The types of work experience and training of Employee Name make him/her uniquely qualified to perform these duties. Dr./Mr./Ms Employee Name has a doctorate/masters/bachelors degree in (name discipline) from (name institution granting degree). Briefly describe the employee's other educational background and overall relevant work experience.

Continued employment of Employee Name will allow us to complete indicate the basic phase, project, or area of research being completed.

Favorable consideration of this petition will be appreciated.

Sincerely,

Immediate Supervisor or Unit Head