



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 _____
MM DD YYYY

Country of Birth _____ Province of Birth _____

Date of LAST Arrival in U.S. <u> </u> / <u> </u> / <u> </u> I-94# _____ <small>MM DD YYYY</small>
Date Current Nonimmigrant Status Expires <u> </u> / <u> </u> / <u> </u> <small>MM DD YYYY</small>

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