

# TN Process in Detail

## Before Preparing the TN Petition/ Application

- Answer employer's questions regarding process and options
- Signed LSA received from Employer
- Signed CONFLICT WAIVER received from Employer and International Personnel
- LEGAL FEES to fund trust received from Employer
- TN CHECKLIST sent to Employer
- TN CHECKLIST sent to International Personnel
- TN TRAINING offered

## I-129 Petition or TN Border Application

- REVIEW TN checklist info and documents received from Employer and international personnel
- Analyze job information to understand minimum requirements and duties
- Analyze eligibility for TN – application to NAFTA list
- Draft I-129 petition/border package, Employer Letter, Index
- Compile evidence
- Issue FILING CHECKS payable to Department of Homeland Security – Premium Processing?
- Conduct second attorney review

## Border TN Application or TN Petition Filed with USCIS

- Border TN Application: prepare package, prepare employee for interview
- Filing Fee from Employer; File I-129 PETITION with USCIS for TN Classification + Extension of Status
- Any family? Extensions of TDs: I-539, docs and filing fees
- Handle possible RFE/Request for Evidence or NOID/Notice of Intent to Deny

## Government Has Made a Decision

- Border Application is APPROVED: TDs for family now?
- DENIED? consider re-applying filling and other options
- I-129 for TN extension: If APPROVED, what was approved? TN classification and extension? If not, options? Remember Border Application is still needed when travel across the border
- New I-94: new Form I-9 or employment authorization update – Section 3

## Post-Preparation Issues

After preparing petition/application/RFE reply, provide updates and answers to questions

