## O-1 Process Flow Chart

2

#### O-1 Intake

- •Company initiates case, and Holland & Hart performs initial review of the case.
- •Review any issues that may arise, request documentation that may be helpful in completing assessment and discuss strategy with the Company.
- •Employee completes Intake: Questionnaires, Criteria Spreadsheets, Recommenders List, Contributions Summary, and Documentation.
- •Timeframe depends on the Company and the Employee in providing information and documentation.

# Recommenders Letters and Legal Brief

- •Thoroughly review information and documentation provided and create index of documentation based on criteria.
- •Draft a few recommender letters to ensure that information provided was properly incorporated into the drafts.

  Work with the employee to gather specific details and finalize letters.
- ·While Holland & Hart drafts remaining recommenders letters, employee sends draft letters for review and signature to the individuals (signed and scanned copies are accepted).
- •Once all the documentation, including signed recommenders letters, are received, Holland & Hart prepares forms and support letter for the Company to review and sign, and prepare legal brief to dive into the qualifications.

#### **Petition Submission**

- Holland & Hart submits the O-1 Nonimmigrant Petition with USCIS.
- If the case is filed under regular processing, USCIS will issue a response usually around a 4-6 month processing time. If the case is filed under Premium Processing for an additional filing fee, USCIS will issue a response within 15 calendar days.
- •USCIS may issue a Request for Evidence (RFE). Holland & Hart will reach out to gather further information and documentation depending on the RFE issued.
- ·When the case is approved, USCIS will issue an I-797 Approval Notice.

### **Case Approval**

- · Holland & Hart will provide Employee with visa stamping instructions (not applicable to Canadian nationals) to obtain visa stamp with US Consulate abroad. Employee may be eligible for a "Drop Box" appointment, which is discretionary to the reviewing officer. The visa stamp can be used to facilitate travels into the US.
- Upon entering the US, provide copies of the I-94 to Holland & Hart and the Company.

# TN Process Flow Chart for Border or US Consular Applications

(If applicable, based on the Company's L-1 Corporate Blanket Registration)

1

#### TN Visa Intake

- Request information and documentation from the Company and the Employee.
- •Review any issues that may arise, request documentation that may be helpful in completing assessment. and discuss strategy with the Company.
- •Timeframe depends on the Company and the Employee in providing information and documentation.

2

# TN Drafting and Visa Appointment Scheduling

- •Prepare and draft the Company support letter based on the information provided to highlight the Employee's role abroad and in the US Preparation of the TN visa package takes about 2-4 weeks upon receiving all the information and documentation.
- If the individual is a Canadian national, Holland & Hart will confirm when and which Port of Entry the individual plans to apply for the TN visa.
- If the individual is a Mexican national, Holland & Hart provides visa scheduling instructions. Employee completes DS-160 and schedules visa appointment, while allowing enough time for TN visa package preparation.
- Employee confirms date for visa application, and Holland & Hart walks through visa interview process.

### **TN Visa Approval**

- Employee will attend a visa interview and the Adjudicating Officer will review and confirm final decision of the case.
- If the individual is a Canadian national, the CBP Officer will confirm approval of the visa on the spot, and the Employee can enter the US in valid TN status. Their I-94 would reflect the valid status and validity dates.
- If the individual is a Mexican national, once the TN visa is approved, the Employee typically receives the TN visa stamp in their passport within 2 weeks.
- Employee may use the TN visa stamp to enter the US in valid TN visa status (if applicable), and provides I-94 to Holland & Hart upon entering the U.S.