

TN Process Flow Chart for Petitions filed with USCIS

(Individual must already be IN the US)

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 Documentation

- 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.
- Holland & Hart works with the Company to determine the best TN profession category the individual falls under.
- If the case falls under the TN Management Consultant, it has a high-level of scrutiny, Holland & Hart may follow up with additional requests for information and documentation to try to minimize risk for Request for Evidence (RFE).
- Holland & Hart works with the Company to finalize the TN petition.

3

TN Submission

- Holland & Hart submits the TN 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.

4

TN Visa Stamping

- Holland & Hart will provide Employee with visa stamping instructions (not applicable to Canadian nationals) to obtain visa stamp with US Consulate abroad on their next travels. Employee may be eligible for a "Drop Box" appointment, which is discretionary to the reviewing officer.
- TN visa stamp can be used to facilitate travels. If the Employee is in the US, the visa stamp is not required, but they will need to obtain a new visa stamp to facilitate their next travels and re-entry into the US.
- Employee may use the TN visa stamp to enter the US in valid TN visa status, and provides visa stamp and I-94 to Holland & Hart upon entering the U.S.
- *If you have travel plans, please reach out to the Holland & Hart attorney.*

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.

3

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 US.