HIRING DEPARTMENT CHECKLIST – TN VISA APPLICATION

The hiring department must submit the following documents to UC International Services in support of a TN application request:

☐ A letter to the TN employee, signed by the Department Head, which includes the following language:
  o A statement indicating that TN status is being offered.
  o Instructions on how to apply for TN status at the U.S. border (Canadians) or the U.S. Consulate/Embassy (Mexicans).

☐ A letter to U.S. Customs and Border Protection which includes:
  o Specifics of the offer including the dates of the employment being requested, salary and a brief description of the job duties.
  o Background information about the University of Cincinnati
  o An explanation of why this position falls on the list TN approved occupations/professions.

☐ A completed “Checklist for Export Control Issues For Hiring International Workers” form. The form must be certified by the Department/Division Head and is linked on the Information About the University Position eForm on ibearcatsglobal.uc.edu.

☐ A check (from the University) for $460.00 made payable to the Department of Homeland Security for the USCIS filing fee.

☐ An additional $1,225.00 if premium processing (USCIS processing time of 15 calendar days) is requested/needed.
  o This fee must be paid by the hiring department if a quick approval is needed for business reasons.
  o If the need for premium processing is due to the employee's personal reasons, he/she may pay the fee and must attest to the need for premium processing.

When the fees exceed $290, the request for payment must be made on a purchase requisition. In such cases, departments must let the purchasing department know that they want the check sent back to them. The check should not be sent directly to the Department of Homeland Security.

The address to be put on checks is: U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, California Service Center, 24000 Avila Road, 2nd Floor, Room 2312, Laguna Niguel, CA, 92677.

A sample letter is included as a link in the online application at ibearcatsglobal.uc.edu.