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:
  - A statement indicating that TN status is being offered.
  - 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:
  - Specifics of the offer including the dates of the employment being requested, salary and a brief description of the job duties.
  - Background information about the University of Cincinnati.
  - 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 $1,440.00 if premium processing** (USCIS processing time of 15 calendar days) is requested/needed.
  - This fee must be paid by the hiring department if a quick approval is needed for business reasons.
  - 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, Vermont Service Center, ATTN: I-129, 75 Lower Welden Street, St. Albans, VT 05479-0001.

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