

UCSB Department Checklist of Required Documents for TN Petition Request

Instructions: Prepare and submit all required documents from the list below, including the Employee Document Packet, to the Office of International Students & Scholars for processing.

OISS will prepare the TN petition forms for the UCSB Employment Department's approval signatures. The signed TN petition forms are returned to OISS to complete the TN petition packet for mailing.

The completed TN petition packet will be mailed to the USCIS Vermont Service Center for adjudication.

Contact the OISS Scholar Advisor if you have questions regarding the TN petition documents.

The Completed Document Packet Should Consist Of The Following:

- Employee Document Packet
- One (1) completed UCSB Department Data Sheet
- TN Employment Request Letter - 1 original and 2 photocopies
- TN Petition Fee(s):
 - Separate checks for each fee payment
 - Made payable to: **US Department of Homeland Security**

(✓)	Amount	Fee Type	When to Pay	Payer
	\$325.00	I-129 petition fee	For <u>ALL</u> TN petition types	Employer (UCSB Dept.)
	\$1,225.00*	Premium processing fee <i>(Optional)</i>	For expedite processing of the I-129 petition request	Employer (UCSB Dept.) or Employee (Beneficiary)

* The premium processing fee is paid to expedite the adjudication of the I-129 petition. USCIS guarantees to take an action within 15 calendar days of when the fee is received. The fee can be paid during the initial request or later as an upgrade to the pending petition. USCIS will be refund the fee to the payer if they fail to take action within the guaranteed period.

NOTE: Premium processing will not guarantee the approval of the TN petition. USCIS is only required to take an initial action within 15 calendar days of when the fee is received. The initial action can be one of the following: petition approval, request for further evidence (additional documents), an intent to deny, or denial. If a notice requesting further evidence or an intent to deny is issued, a new 15 calendar day period will begin once the response is return to and received by USICS.