

# West Virginia University All Campuses TN Sponsorship Flowchart

#### **IMPORTANT**

Please note that this process can only begin after a foreign national has been appropriately hired through the University's employment process. For more information on the University's employment process please go to <a href="http://employmentservices.hr.wvu.edu/oeoaa">http://employmentservices.hr.wvu.edu/oeoaa</a>

# A MINIMUM OF 1 MONTHS IS REQUIRED TO COMPLETE THIS PROCESS

- 1. The TN status is only available to Canadian & Mexican citizens
- 2. It takes the University approximately 1 month to prepare the TN petition
- 3. Foreign National (FN) acquires a TN status via traveling abroad seeking re-entry to the U.S. (Mexican citizen will need to apply for a TN visa at a U.S. Embassy or Consulate before the entry)
- 4. The FN may need additional time after the TN approval/TN support letter to establish her/his official work authorization (e.g. needs to apply for TN visa, apply for a social security number)

#### **Support Determined**

- As per offer letter the Foreign National (FN) contacts the Office of International Students and Scholars Services (ISSS) <u>OR</u>
- **2.** Prospective/Existing Hires: Hiring Department (HD) reaches out to ISSS for sponsorship



#### **Sponsorship Assessment**

ISSS communicates with FN, HD/ Immigration Liaison to determine that TN sponsorship is the best case strategy and assigns a case manager



## **Petition Process Commences**

ISSS Case Manager sends case initiation email to the FN's supervisor/Immigration Liaison with cc to Export Control Office (ECO)



#### **Deemed Export Analysis**

ECO reviews and completes deemed export process (depending on TN start date)



# **Simultaneously**

## **HD Documentation**

HD sends the required documents to ISSS Case Manager and the ECO (2 weeks)

#### FN Documentation

ISSS sends email to FN requesting supporting documentation
(2 weeks)



# TN Petition Review by ISSS

ISSS Case Manager reviews the TN application package and notifies appropriate parties if additional information is needed



# **Acquiring TN Status**

- FN with Canadian citizenship travels with the TN package abroad and seeks re-entry to the U.S.
- b) FN with Mexican citizenship travels with the TN package abroad, applies for TN visa at U.S. Embassy or Consulate and seeks re-entry to the U.S.

(2 weeks to a month)

Note: The TN status may also be acquired via a change of status application through form I-129 which is submitted to the U.S. Citizenship and Immigration Services for processing (3 to 4 months, expedited option available for additional fee, processing time: 15 business days)

#### Notification

FN re-enters in TN status and presents her/his I-94 reflecting the TN to ISSS and Tax Services

Note: ISSS receives USCIS decision on change of status application and notifies the HD/ Immigration Liaison, FN, and Human Resources (Tax Services)

# **Oversight Committee for the Employment of Foreign Nationals**

If an issue arises that affects the normal TN process ISSS and Export Control Office will consult the Oversight Committee and the appropriate parties will be notified.