



EMPLOYER APPLICATION FOR TN VISA SERVICES

OVERVIEW

TN visa services coordinated by Agri-Placement Services, Inc. (APS), allows U.S. employers to employ agricultural industry professionals from Mexico. Eligible professions include a wide array of scientific, engineering and technical specialties. Specific examples in industries we serve are:

- Propagators or growers for nursery and greenhouse operations. Eligible occupations include horticulturalists and plant breeders.
- Professional support for fruit and vegetable growers. Eligible occupations include agricultural engineers, agriculturalists, biochemists, biologists, entomologists and soil scientists.
- Beekeepers. Eligible occupations include apiculturists.
- Herdsmen or veterinarians for dairy or livestock operations. Eligible occupations include animal breeders, animal scientists, and dairy scientists.

By comparison with other visa categories, obtaining employees with TN visas is relatively easy.

- There is no cap or other numerical limitation on the number of visas issued.
- The U.S. Department of Labor has no role. There is no labor certification process. The government does not dictate terms of employment.

Under the current U.S. Department of State reciprocity schedule (effective 2/22/2010), a TN visa is valid for only one (1) year but only needs to be renewed when the TN visa holder leaves the United States; however, work authorization and right to remain in the U.S. may be for a period of up to three (3) years initially and can be renewed for successive three (3) year periods indefinitely.

SERVICES

We assure that each TN visa holder works as intended by requiring that job offered is indeed professional in nature. The job offered can be tough and require long hours, **but must be appropriate for a professional with a bachelor's degree in the named specialty**. Working with our affiliates in Mexico, we ensure that:

- Motivated, qualified, individual applicants are matched with genuine professional opportunities.
- Employer has a choice of qualified applicants.
- Employer has documented agreement with selected applicant as to terms and conditions of employment.
- The State Department for documentation of both the applicants and the employers are met.

FEES

We have adopted a fee structure that is consistent with the objective of making professional matches that last. **We charge a one-time, up-front cost of \$5,000 per TN visa holder (\$2,500 is due upon application and \$2,500 is due upon visa issuance). The term of this Agreement is 90 cumulative days on employment from first employee's first date of employment with no break in employment longer than 30 days. Guarantee allows for one TN replacement, if needed. No refunds.** We are confident that employers will desire to renew these visas repeatedly year after year. From time to time there may be additional expenses to the employer and/or the TN visa holder each subsequent year of visa renewal in years two and three, where it is necessary for the TN visa holder must renew their visa, but only if the TN visa holder travels outside of the United States.

TIMING

We expect that a TN visa holder would be able to start work in 90 days or less from our receipt of the employer application and initial \$2,500 (additional \$2,500 is due upon visa issuance for a total of \$5,000). Optional premium processing for expedited service costs an additional \$2,800. I-129 filing fee for stateside transfer or change in U.S. employer is \$1,060 plus \$300 fee for companies with <25 employees or \$600 fee for companies with 25+ employees. Additional fees are due upon receipt of invoices. Reasonable expectations are as follows:

- 1st month: Documentation of exact employer requirement and terms and conditions of employment; initial solicitation and screening of applicants.
- 2nd month: Final screening of applicants and employer selection.
- 3rd month: Documentation of applicant and employment opportunity for visa issuance by

consulate.

APPLICATION PROCESS

Please note the following:

- This application must be filled out completely. Failure to do so will delay the application process. If a question is inapplicable, indicate by “N/A”.
- Agri-Placement Services, Inc. (APS), regards all the information you provide as strictly confidential, to be used only for providing you with TN visa services, which include filing necessary documentation with federal agencies.

APPLICATION SUBMISSION

Please note that your completed application package to APS must include the following:

- **All pages of completed, signed and dated originals of the Employer Application for TN Visa Services**
- **All pages of completed, signed and dated original of the TN Visa Agency and Indemnity Agreement**
- **A check for \$2,500** as specified (additional check for \$2,500 is due upon visa issuance for a total of \$5,000 per TN visa holder)
- **Letter proving legitimacy of your business** (such as a financial statement or Certificate of Existence from the Department of the Secretary of State from the state where your business is registered). Letter may be mailed to the APS address below along with other application materials, faxed to 802-329-2217, or emailed to contact@agri-placement.com.

Submit the above items, as well as any other requested or applicable documents, to the following address:

Agri-Placement Services, Inc.
P.O. Box 195
Vergennes, VT 05491

EMPLOYER SPECIFICATIONS

Have you previously participated in the TN visa program? Yes No

General Company Information

Complete Company Name: _____ Taxpayer FEIN: _____

Doing Business As/Trade Name (if different from above): _____

Type of entity (e.g., corporation, partnership, etc.): _____

Where and when incorporated or established (state and year): State: _____ Year: _____

Workers' Compensation Insurance Carrier: _____, Policy #: _____

Expiration Date*: _____, Contact Person Name & Phone: _____

*In the event of a lapse in coverage for any reason, employer will not hold APS liable in any way.

Company Owner Information

Name of Company Owner or President: _____

Website Address: _____ E-mail: _____

Mailing Address: _____ City, State & Zip: _____

Street Address: _____ City, State & Zip: _____

Worksite Address: _____ City, State & Zip: _____

Main Office Phone & Cell: _____ Main Office Fax: _____

Primary Contact Information (person responsible for the TN Visa application process)

Name: _____ Title: _____

Main Phone & Cell: _____ E-mail: _____

JOB SPECIFICATIONS

If you anticipate hiring TN visa holder(s) for more than one job category, occupation or profession, please duplicate pages 3 and 4, being sure to provide separate information for each job category, occupation or profession. If you need more space, clearly label and attach a separate sheet of paper.

Please provide a brief summary of business operations including number of employees, animals, and locations.

Please indicate job title or name you want to call the job for which you anticipate hiring TN visa holder(s). _____

Please describe this job. _____

How many TN visa holder(s) do you plan on hiring for this job? _____

What date would you like the TN visa holder(s) to start working? _____

Do you want the TN visa holder(s) to be available for continuous employment or would a specific employment period be preferable? Check one of two boxes: Continuous with annual renewals Specific ending date

What work schedule should your TN visa holder(s) expect during the time of employment?

Mon - Fri Start time: _____ Finish time: _____ Anticipated total hours per week: _____

Is Saturday work required? YES NO

How often do you pay your TN visa holder(s)?

Weekly Bi-weekly (once every two weeks) Other (please specify) _____

If you pay weekly or bi-weekly, which day of the week is payday? _____

What is the minimum starting amount you would expect to offer TN visa holder(s) with a bachelor's degree in an appropriate discipline for the job duties described above? Please specify the amount and whether it is per hour, per week, or per month. _____

Do you intend to offer or assist TN visa holder(s) in securing housing or other boarding facilities upon arrival? YES NO If yes, please describe the housing (e.g., furnished apartments, rental home, mobile home, etc.). If housing has not yet been determined, please indicate "TBD."

If known, please provide estimated housing costs per TN visa holder(s) per week:

Rent per TN visa holder(s) per week: _____

Basic utilities for which TN visa holder(s) will be responsible and which are not included in rent:

Total rent and utilities per TN visa holder(s) per week: _____

Please provide three references. One of the three must be either your veterinarian or breeder (for livestock industry clients only):

1. Name: _____ Relationship: _____ Phone: _____

2. Name: _____ Relationship: _____ Phone: _____

3. Name: _____ Relationship: _____ Phone: _____

Other information that we should be aware of that could help us identify prospective candidates? _____

The information provided herein is true and correct to the best of my knowledge.

Signature: _____ Title: _____ Date: _____

Client Name: _____ (MM/DD/YYYY) TN Visa Application - Page 4 of 6 Rev 02/13/2024