



## 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 AND RENEWALS

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.

We facilitate TN visa holder renewals as well as TD renewals, if applicable, as follows:

- Act as liaison between the law firm, TN visa holders, and petitioner.
- Collect, review, and provide advice on necessary paperwork from the TN visa holder and TD.
- Collect advice and review documents from the petitioner.
- Stay informed about additional documentation and details necessary with changes in the application process and additional revisions needed.
- Keep all parties apprised of the ever-changing environment of the visa process to achieve the most successful cases possible.

### 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 (50% due upon application and 50% 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 guarantee for TN self-recruitment (\$500 discount). If TN replacement is requested after a failed TN self-recruitment, additional \$1,500 per TN visa holder will be incurred for consulting and legal fees. TN renewal consulting fee is \$1,800 per TN visa holder. Additional consulting hourly rate is \$150/hour. 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 down payment. Optional premium processing for expedited service costs an additional \$2,805. I-129 filing fee for stateside transfer or change in U.S. employer is \$510-\$1,060. Asylum program fee is \$300-\$600. Emergency appointment fee in Mexico is \$250. Additional fees are due upon receipt of invoices. Reasonable expectations are as follows:

- 1<sup>st</sup> month: Documentation of exact employer requirement and terms and conditions of employment; initial solicitation and screening of applicants.
- 2<sup>nd</sup> month: Final screening of applicants and employer selection.
- 3<sup>rd</sup> 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 down payment** as specified in agreement (additional payments are due when invoiced or final payment is due upon visa issuance 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](mailto: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: \_\_\_\_\_