SOFTWARE & TECH

Tn Visa Extension Letter Sample

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Understanding the TN Visa Extension Process

The TN visa, established under the United States-Mexico-Canada Agreement (USMCA, formerly NAFTA), allows citizens of Canada and Mexico to work in the United States in certain professional occupations. While the initial period of stay is typically up to three years, many professionals need to extend their status to continue working. A critical component of a successful TN visa extension application is a well-crafted support letter from the employer. This article provides a comprehensive guide to drafting a TN visa extension letter sample, along with practical tips to strengthen your USCIS petition.

Unlike other work visas, the TN visa is straightforward in its requirements, but the extension process demands attention to detail. The key is demonstrating that the applicant continues to meet all eligibility criteria, the job offer remains valid, and the professional relationship is ongoing. The extension letter serves as the centerpiece of this evidence, and using a proper template ensures no essential elements are overlooked.

Why a TN Visa Extension Letter Is Essential

When applying for a TN visa extension, you must submit Form I-129 (Petition for a Nonimmigrant Worker) along with supporting documentation. The employer's letter is not just a formality; it is the primary document that explains the nature of the position, the beneficiary's qualifications, and the continued need for their services. A poorly written letter can lead to Requests for Evidence (RFEs) or even denials. Therefore, understanding the structure and content of a TN visa extension letter sample is crucial for both employers and beneficiaries.

Key Components of an Effective Extension Letter

An ideal TN visa extension letter should be written on company letterhead, signed by an authorized representative, and addressed to U.S. Citizenship and Immigration Services (USCIS). It must include the following elements:

- Employer Information: Full legal name, address, and contact details of the petitioning company.
- Beneficiary Information: Full name, date of birth, citizenship, and passport number of the TN professional.
- Job Title and Occupation: Clearly state the job title and the corresponding USMCA professional category (e.g., Engineer, Accountant, Scientist).
- Detailed Job Description: Explain the duties to ensure they match the occupation's definition under the regulations.
- Educational Qualifications: Confirm that the beneficiary holds the required degree or credentials for the occupation.
- Employment Terms: Include salary, work hours, benefits, and the proposed extension period (typically up to three years).
- Continued Need: Explain why the company still requires the beneficiary's services.
- Compliance Statements: Affirm that the beneficiary will continue to work in a TN-eligible capacity and that the employer has not terminated or replaced them.

A Comprehensive TN Visa Extension Letter Sample

Below is a detailed sample that you can adapt to your specific situation. Replace bracketed information with your

details. The letter is written in a formal business style and incorporates all necessary elements for USCIS approval.

Letterhead of [Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

U.S. Citizenship and Immigration Services
[Service Center Address]

Re: TN Visa Extension for [Beneficiary Full Name]

Dear USCIS Officer,

This letter is submitted in support of the petition for extension of TN nonimmigrant status for [Beneficiary Full Name], a citizen of [Canada/Mexico]. [Company Name] is a [brief company description, e.g., leading engineering firm specializing in renewable energy solutions] with its principal place of business at the address above. We have employed [Beneficiary First Name] since [initial start date] as a [Job Title] under the TN visa category for [Occupation, e.g., Computer Systems Analyst]. We respectfully request a three-year extension of this status.

Job Description and Duties

[Beneficiary First Name] continues to serve as our [Job Title]. In this capacity, the professional performs the following duties that are directly related to the USMCA occupation of [Occupation]:

- Designs and implements complex [specific systems, software, or processes].
- Analyzes data and prepares reports on [relevant project outcomes].
- Collaborates with cross-functional teams to ensure [specific goal].
- Ensures compliance with [industry regulations].
- Supervises [number] junior staff members and provides training.

These duties remain consistent with the original TN petition and are integral to our ongoing operations.

Qualifications of the Beneficiary

[Beneficiary Full Name] holds a [Degree, e.g., Bachelor of Science in Computer Science] from [University Name]. A copy of the diploma and transcripts are included with this petition. These credentials satisfy the educational requirements for the [Occupation] category under USMCA regulations. The beneficiary has maintained their professional standing and has not engaged in any unauthorized employment.

Continued Need for Employment

[Company Name] has experienced [growth / ongoing projects / contract renewals], and we continue to require the specialized skills of [Beneficiary First Name]. The position is permanent in nature and is not a temporary assignment. We have not terminated or replaced the beneficiary, and the employment relationship remains strong. The salary offered is $[amount] per year, which is commensurate with the position and location.

Compliance with TN Regulations

We confirm that [Beneficiary Full Name] will continue to work solely in a capacity that qualifies as a TN professional occupation under the USMCA. The beneficiary will not engage in any business activity outside the scope of this employment. The company is in full compliance with all U.S. immigration laws, and we understand our obligations as a petitioner.

Please find enclosed the following supporting documents:

1. Completed Form I-129 and appropriate fee.
2. Copy of beneficiary's passport biographic page.
3. Copy of current TN approval notice (I-94 and approval notice).
4. Degree and transcripts for the beneficiary.
5. Recent pay stubs and W-2 forms to show continued employment.
6. Company financial statements or annual report to demonstrate viability.

We thank you for your time and consideration of this extension petition. Should you require any further information, please contact the undersigned at [phone number] or [email].

Sincerely,

[Authorized Signatory Name]
[Title]
[Company Name]

Tips for Customizing the Sample Letter

While the above TN visa extension letter sample provides a strong foundation, you should tailor it to reflect your specific situation. USCIS officers look for consistency between the duties described and the USMCA profession. If your job title is not listed in the regulations, ensure that the duties match a recognized occupation. For example, a "Management Consulting" TN may require additional justification about the nature of the work.

Use Clear and Specific Language

Avoid vague statements like "performs various duties." Instead, use precise verbs and outcomes: "develops machine learning algorithms to optimize supply chain logistics." This specificity reduces the chance of an RFE. Also, confirm that the occupation is on the USMCA list and that the beneficiary meets the educational requirements. If the degree is not directly related, include an equivalency evaluation or explain how work experience supplements the qualification (though experience is not accepted for most TN categories).

Include Evidence of Continuous Employment

USCIS wants to see that the beneficiary has been continuously employed in valid TN status. Attach copies of pay stubs, W-2 forms, or tax returns for the period since the last approval. If there was a gap in employment, explain it clearly. Similarly, ensure that the company is still operating and that the job position still exists. A brief letter from the employer stating that no layoffs have affected the beneficiary is helpful.

Address Potential Red Flags

If the job duties have changed significantly since the initial petition, you may need to refile rather than extend. Use the extension letter to confirm that the duties are substantially the same. If there has been a change in employer (even within the same corporate group), a new TN petition is required, not an extension. Always check the most recent USCIS policy memos regarding TN extensions, especially for Canadian citizens who may apply at a port of entry or via mail.

Common Mistakes to Avoid in a TN Extension Letter

Even with a solid TN visa extension letter sample, many applicants encounter denials or delays due to avoidable errors. Here are the most frequent pitfalls:

- Missing signatures or dates: Ensure the letter is signed by a person with hiring authority. Unsigned letters are

immediately rejected.

- Incorrect occupation category: Double-check that the job title matches the exact wording of the USMCA list. For example, “Engineer” is acceptable, but “Engineering Manager” may not be unless the beneficiary also performs engineering duties.
- Insufficient evidence of continued employment: Simply saying “still works here” is not enough. Provide objective proof like payroll records.
- Using outdated forms or addresses: USCIS frequently updates filing locations and fee amounts. Always verify the current mailing address for the service center based on your state.
- Failing to demonstrate nonimmigrant intent: While TN visas do not require a foreign residence like some other visas, USCIS still expects that the beneficiary will leave the U.S. when the TN status ends. Avoid language that implies permanent settlement.

Supporting Documents to Accompany the Letter

The TN visa extension letter sample should be part of a complete petition package. Below is a checklist of common documents:

- Form I-129 (with the correct TN classification supplement).
- I-94 travel history and copy of current admission record.
- Copy of the original TN approval notice.
- Beneficiary’s passport and visa (if applicable).
- Educational credentials: degree, transcripts, and if necessary, credential evaluation.
- Employment verification: pay stubs, W-2s, employment contract.
- Company documents: business license, annual report, or corporate registration.
- Job offer letter if terms have changed.

Canadian citizens often have the option to apply for a TN extension at a port of entry or by mail. If applying at the border, the same support letter is used, but you must present it to the CBP officer. In that scenario, the letter should be concise yet complete, as the officer will review it on the spot.

Timeline and Processing Considerations

TN extension petitions filed with USCIS can take anywhere from two to six months, depending on the service center and whether premium processing (an additional fee) is used. Premium processing guarantees a 15-calendar-day adjudication. Given the complexity, many employers opt for premium processing to minimize employment gaps. If the beneficiary’s current TN status expires while the petition is pending, they may have up to 240 days of automatic extension under certain conditions, provided the petition was filed before expiration. Confirm this with an immigration attorney.

For those applying at a U.S. port of entry (available only to Canadian citizens), the extension is processed immediately. The officer will review the letter and supporting documents and may issue a new I-94. Be aware that border officers have broad discretion, so the letter must be flawless and the beneficiary must be prepared for questions about their intended stay.

Conclusion

A well-drafted TN visa extension letter sample is more than a template; it is a strategic tool to demonstrate compliance, continuity, and eligibility. By following the structure outlined above and customizing it with specific duties, qualifications, and evidence, you significantly improve the likelihood of approval. Always keep abreast of

current USCIS policies and consider consulting an experienced immigration attorney, especially if your case involves complex factors like self-employment, multiple job offers, or previous denials. With careful preparation, your TN visa extension can be a smooth process, allowing you to continue contributing your professional skills in the United States under the USMCA.

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