

## *Intra-company Transferees*

The North American Free Trade Agreement (NAFTA) allows Intra-company Transferees to enter the United States temporarily to perform services in a managerial or executive capacity, or in a manner which requires specialized knowledge for the same company, branch, parent, subsidiary or affiliate, that employs you in Canada.

### **What documentation do I need at the border?**

At a U.S. port of entry, you must establish that you qualify as an Intra-company Transferee. When you apply for entry, you must submit **form I-129**, which is a petition for non-immigrant workers. This petition must be submitted with evidence of the qualifying relationship between the American and the Canadian employer which addresses ownership and control (annual report, financial statements, etc.).

In addition to your proof of **Canadian citizenship** and **form I-129**, a **supporting letter from your employer** outlining the purpose and length of stay may assist in your inspection by United States Immigration and Naturalization Service (USINS) officials, as well as:

- dates of employment, job duties, qualifications, salary, experience and place in the organizational structure of your employer in Canada;
- proof that you have been engaged in a similar position for at least one year within the previous three years;
- detailed description of the proposed job duties and qualifications, and evidence that the proposed job is in an executive or managerial capacity, or in a position involving specialized knowledge;

- in the case of specialized knowledge, evidence that you possess such knowledge, and that such knowledge is required for the job.

USINS admits NAFTA Intra-company Transferees in the **L-1 classification**.

Remember that your **affiliate** company must continue to **do business** in Canada during the entire period of your stay in the U.S.

*If you would prefer to have your application processed in advance of your transfer, form I-129 and supporting documentation may be submitted at an Immigration Naturalization Service Center in the U.S., depending on where the work will be performed, i.e. Vermont Service Center, California Service Center, Nebraska Service Center, Texas Service Center. Addresses are available on-line at [www.ins.usdoj.gov](http://www.ins.usdoj.gov)*

### **How long can I stay?**

The L-1 is generally issued for three years (one year for a new company) and is renewable for up to seven years for a person employed in an executive or managerial capacity, and for up to five years for a person employed in a capacity that requires specialized knowledge.