

EMPLOYER'S SUPPORT LETTER for TN Applications & Petitions

Sample Format

- Notes:** 1. This letter must include ALL components
2. Edit underlined items appropriately
3. Use appropriate UH letterhead

Date

Immigration Inspector
U.S. Customs and Border Protection

For INITIAL TN entries by Canadian citizens

OR

Consular Officer
U.S. Embassy/Consulate

For INITIAL TN entries by Mexican citizens

OR

USCIS Vermont Service Center
Attn: I-129
75 Lower Welden Street
St. Albans, VT 05479-0001

For TN extensions, changes of status, concurrent employment, changes of employer, changes of employment, & amendments

Dear Sir/Madam:

This letter is submitted in support of the TN application filed on behalf of Name, a citizen of Canada/Mexico.

Specify the reason for the letter.

The University of Hawaii at Campus College/School/Unit has been engaged in the development of equipment and materials for the space industry since 1957. At present, we are developing a widget that will go to the moon. The Department/Unit has an opening for a non-tenure track/temporary Position to teach and assist with ongoing widget research and development. The position requires a PhD in Electrical Engineering and five years of experience in widget design.

Briefly explain the function of the College/ School/Unit's program.

Also state the duties and minimum requirements for the position.

Name received his/her PhD in Electrical Engineering from Stanford University in May 2003. He/She was an honor student and received numerous academic awards. He/She has served as a technical advisor to the British space program for the past five years.

Describe the individual's academic and employment background.

Because of his/her outstanding educational background and experience, we wish to employ Name as a full-time/part-time non-tenure track/temporary Position beginning mm/dd/yyyy. Name will be responsible for assisting in the new widget design as well as teaching graduate level courses. We intend to employ for a temporary period of [up to 3] year(s) at an annual salary of \$_____.

Briefly explain the individual's role in the program.

State the terms of employment, including the salary and FTE.

Your approval of this application would be appreciated.

Sincerely,

Dean/Director/Chancellor
College/School/Unit