

**We recommend using the one of the two following templates for requesting TN status at the border. All letters presented must be on letterhead.**

***TN - Sample Letter A***

Trade Officer  
Port of Entry  
Niagara Falls, NY  
United States of America

**DATE:** December 10, 2011  
**RE:** Trade NAFTA Work Authorization for Canadian Citizen, **(FULL NAME)**  
**CATEGORY:** Teacher: University

To Whom It May Concern:

The Eastman School of Music is requesting that **(NAME)**, a Canadian Citizen, be granted TN status to teach collegiate studies during three (3) one day visits each semester at the University of Rochester's Eastman School of Music for the next three years from January 1, 2011 through December 31, 2013.

Mr. **(NAME)** is appointed to the faculty of the Eastman School of Music as a part-time Visiting Instructor of horn. The School will:

Pay him a salary of \$1,200 per semester to teach three natural horn studies classes and reimburse him for mileage, toll, and food expenses for the three visits each semester.

This position as part-time Instructor of Horn requires 1.) a Bachelor of Music degree in horn and 2.) a specialty in natural horn. Mr. **(NAME)** fulfills both of these requirements. He earned a Bachelor of Music in Horn Performance from the University of Toronto in 1981 and has been a Lecturer in Horn at the University of Western Ontario since 1987.

This position is categorized under Title 8, Code of Federal Regulations 214.6 in Appendix 1603.D.1 (annotated) as Teacher - University. The minimum requirement for this position under NAFTA is a Baccalaureate or Licenciatura degree in the appropriate field.

We are requesting that he be awarded a temporary Trade NAFTA (TN) classification for a period of up to 3 years from January 1, 2012 through December 31, 2014.

Do not hesitate to contact me if further information is required. I can be reached at **xxx-xxx-xxxx**.

Sincerely,

Dean/Manager' signature  
Dean/Manager's name  
Dean/Manager's title

***TN- Sample Letter B***

Trade Officer  
Port of Entry  
United States of America

**DATE:** January 2, 2012  
**RE:** Trade NAFTA Work Authorization for Canadian Citizen, (FULL NAME)  
**CATEGORY:** Medical/Allied Professional: DIETITIAN

To Whom It May Concern:

I am writing to document that I am offering a temporary, professional position to **(NAME)**, a Canadian Citizen, as a Research (Clinical) Dietitian in the Division of Neurodevelopmental and Behavioral Pediatrics at the Golisano Children's Hospital at Strong of the University of Rochester. Ms. **(NAME)** will work on a newly funded research study examining diet and nutrition of children with autism. The duties of the position include but are not limited to: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

The minimal educational requirement for the position of Dietitian at University of Rochester is ***(State degree requirements.)*** We are requesting that she be awarded a temporary Trade NAFTA (TN) classification for (2) two-year period from January 2, 2012 to January 1, 2014. The Annual Salary for this position is \$ **XX,XXX**.

The Autism Intervention Research for Physical Disorders grants was funded through the Combating Autism Act of 2008. Ms. **(NAME)** helped prepare material for our submission of this proposal during this past year while she was completing her dietetic internship at Strong Memorial Hospital as a student at Cornell University. In this position she became familiar with the unique issues faced by this challenging population and assisted in collecting and synthesizing the literature related to autism, nutrition and diet as we prepared the application for the now approved research grant. Ms. **(NAME)** is well qualified for the position. She was awarded a ***(BSMS/PhD/MD etc Department /Subject area)*** degree from Cornell University in ***(DATE)*** ***(I suggest that you would add all degrees/certificates/ licenses that are relevant in this section. Obviously there must at least be a Bachelor's degree)***

We plan to hire her as the Research Dietitian on this project because of her specialized skill set, her knowledge of the area, her capacity to work with research data. In addition, the skills she has in interacting with families with a child with autism are extremely important. We need the Research Dietitian to be able to walk into this project and begin work immediately because the funding is for two years and there would be a true hardship to find a qualified research dietitian and impart the necessary knowledge base in our tight funding interval.

Due to her work with us as a Cornell Intern we will be able to accelerate recruitment for this very important project. We plan to offer her a competitive salary as a beginning Clinical Dietitian that will be at the standard entry level of \$XX,XXX per year plus the benefits offered to all employees of the University of Rochester. We will facilitate her taking the examination for licensure in her field of study (Registered Dietitian). Do not hesitate to contact me if further information is required. I can be reached at 585-XXX-XXXX.

Sincerely,  
Signature of dean/manager  
Typed name of dean/manager  
Title  
Department