

SAMPLE TN SPONSORSHIP LETTER

Letterhead

Date

United States Department of Homeland Security
United States Customs and Border Protection
Attn: Officer on Duty

REF: (name of employee)
Citizen of _____
TN Visa Status Request

Dear Madam/Sir:

(Name) is a () citizen who has been appointed as a (Title) with the Department of (department name) at The University of Texas Health Science Center at Houston.

This appointment is for temporary employment for (# of years), expected to begin on (date) through (date). (Mr. Name)'s annual salary will be \$(salary). (Name) qualifies for the position offered as a (Title) as s/he possesses (highest degree) in (field of study/research). The position offered qualifies under Appendix 1603.D.1.to Annex 1603 of the NAFTA, as it requires activities at a professional level in the profession of University Teacher (state position accordingly)

This appointment is contingent upon having an appropriate working visa. For this reason, (Name) will be seeking temporary entry into the United States on a TN visa status. Your favorable consideration in admitting (him/her) to the U.S. in TN status is greatly appreciated.

Respectfully,

Hiring department authority