

# Your CMU Department Letterhead

August 2021

Dear U.S. Customs and Border Patrol Officer (Canada) / Dear Consular Officer (Mexico)

Subject: Request for TN Visa for **(Your Prospective Employee's Full Name – as it appears on their passport)**

Dear Sir or Madam:

This letter is written in support of the TN application of **(Your Employee's Full Name – as it appears on their passport)**. **Mr./Ms./Dr. X** has been hired by the Department of **XXXX**, at Carnegie Mellon University, to serve in the temporary position of **XXXX** for the period of **(Start Date)** to **(End Date)**. This position type is listed in the list of United States-Mexico-Canada (USMCA) list of Professionals outlined in USMCA Chapter 16 Appendix 2, and referenced on the U.S. Department of State website.

Please assist **Mr./Ms./Dr. X** in obtaining a nonimmigrant USMCA TN Visa/Status. **Mr./Ms./Dr. X** has been offered the position of **(One of the positions on the USMCA Professionals List)** in the Department of **XXXX** at the Carnegie Mellon University (CMU). The salary for this position will be **(Salary Amount)** per year, plus standard CMU benefits. *(If applicable, describe any other Pay Arrangements).*

Carnegie Mellon University is a highly competitive institution of higher education located in Pittsburgh, PA. Our department, **XXXX**, particularly concentrates on such areas of expertise and we are leaders in the field of **XXXX**. **Mr./Ms./Dr. X** will be... **(Provide a Job Description for this position)**.

**Mr./Ms./Dr. X** is an outstanding fit for this position and holds a **(List Person's Educational Degree(s))** which meets *(or Exceeds)* The TN minimum academic requirement for this position, which is **XXXX**. There is no licensure required in this field *(If applicable, list licensure)*. **Mr./Ms./Dr. X** combined education and experience, including **XXXX**, make **her/him** highly qualified to fill this temporary position at Carnegie Mellon. From our understanding, **she/he** meets the criteria of the TN status as outlined in the USMCA Agreement.

**Mr./Mrs./Dr. X** has in **her/him** possession original copies of **her/his** university degree(s) and transcripts to prove professional qualifications. **Mr./Mrs./Dr. X** employment will comply with all applicable local, state, and federal laws. There are currently no labor disputes, nor are any anticipated at CMU.

Thank you for your thorough consideration of the TN application of this qualified individual. If you have any questions about the position or **Mr./Mrs./Dr. X's** excellent qualifications for this position and the TN status, please contact me directly.

Respectfully yours,

Signed by Department Head/Dean  
Contact Info

## EXAMPLE OF TN EMPLOYMENT LETTER

Further resources for your department/new employee:

- <https://travel.state.gov/content/travel/en/us-visas/employment/visas-canadian-mexican-nafta-professional-workers.html>
- <https://www.uscis.gov/working-united-states/temporary-workers/tn-nafta-professionals>
- <http://www.nafsa.org/ /file/ /amresource/8cfr2146.htm>