

(On Department Letterhead)

Current Date

RE: TN nonimmigrant status request

To Whom It May Concern,

The University of California, Santa Barbara is requesting to sponsor **(Name of Employee)** for the TN status. **He/She** has been selected for a temporary appointment as a **(Job Title)** with the UCSB Department of **(Employing Department)**. This position falls under the **(Select the Appropriate TN Profession — click here)** of the NAFTA Treaty. The annual salary for this position is **(Salary)**, with standard benefits for this employment title at UCSB. This position is to begin on **(date)** through **(date)**. **((note: this letter can only indicate up to 3 years at a time))**

The job duties for this position are **(Description of Job Duties)**, and as such require a minimum of a **(degree level)** in the field of **(required field)**. **(Name of Employee)** not only possesses this degree, but also has valuable background in the field of **(indicate field)**, and therefore satisfies the University's requirements for the position.

The University will fully comply with the terms and conditions governing the TN visa category throughout the duration of the requested period of employment.

We hope that you will be able to approve our request for the TN status.

Thank you for your assistance.

Sincerely,

Signature,
Print Name
Title (Department Chair/Director)