

INTERNATIONAL FACULTY ADVISING: SAMPLE TN SUPPORT LETTER

(Please print on department letterhead and sign in blue ink)

Date

US Department of Homeland Security
Citizenship and Immigration Service &
Customs and Border Protection

RE: Prospective TN Employer: Pennsylvania State University (Penn State)
Prospective TN Employee: NAME OF TN EMPLOYEE

Dear Sir or Madam:

This letter is written in support of the TN application of NAME OF TN EMPLOYEE, a COUNTRY OF CITIZENSHIP national whom Penn State seeks to employ temporarily as a PENN STATE TITLE / PROFESSIONAL OCCUPATION TITLE FROM APPENDIX 1603.D.1 from MM/DD/YY until MM/DD/YY at an annual salary of \$SALARY.

This professional occupation appears in Appendix 1603.D.1 of Chapter 16 of the United States-Mexico-Canada Agreement (USMCA), formerly known as NAFTA: <https://www.govinfo.gov/content/pkg/CFR-2012-title8-vol1/xml/CFR-2012-title8-vol1-part214.xml>. The USMCA requirement for this profession is to have a Baccalaureate or Licenciatura Degree; or state/provincial license. NAME OF TN EMPLOYEE meets the qualifications of this position based on receipt of DEGREE from NAME OF CONFERRING INSTITUTION.

The descriptions of duties for NAME OF TN EMPLOYEE's position are as follows:

The main duties of this position are to (the following is an example for a "Teacher - College" position) teach undergraduate classes in XXXX. During the fall semester, XX will be teaching one section of XX, and three sections of XX. XX will also be teaching three or four courses during the spring semester; not yet determined. The position does not require any special certifications or licenses.

Thank you for your consideration of this application.

Sincerely,

HRSP/Department Head/Dean
Contact information