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| **SAMPLE TN DEPARTMENTAL SPONSORSHIP LETTER**  **PRINT ON DEPARTMENTAL LETTERHEAD** |

Date

RE: TN

Employer: Kansas State University

Department of \_\_\_\_\_\_\_\_

Beneficiary: [*Employee’s Name*]

TO: US Customs and Border Protection and Consulate Official

This letter is being written in support of the TN nonimmigrant petition filed by the Kansas State University on behalf of [*Beneficiary’s Name]*.

THE EMPLOYER

The Kansas State University was established in 1863 as a land-grant institution. It is a nonprofit academic and research institution committed to undergraduate and graduate degree programs, research creative activities, and outreach and public service programs.

THE POSITION

At this time, the University wishes to temporarily employ [*employee*] in TN status in the occupation of [*position title*] in the [*department*] for [*length of time*]. The specific duties undertaken by this position include the following: [*describe duties].*

This position qualifies for a TN. It is listed as one of the approved occupations listed in the attached USMCA Chapter 16 Appendix 2.

The minimum requirements for the position are [*give degree*] in [*discipline, field of study. Also include any other requirements*].

THE BENEFICIARY

[*Employee*] meets the requirements for this professional position. [*He or she*] obtained a [*degree*] with an emphasis on [*area of study*] from [*institution*] in [*location of institution*]. [*Describe additional education and experience and how it relates to the position.*]

These credentials qualify [*employee*] for the position being offered.

TERMS OF EMPLOYMENT

Based on [*employee*]’s professional experience, we wish to employ [*him or her*] for a temporary period of [*length of time requested*] from [*beginning date*] to [*ending date*], for which [*he or she*] will receive an annual salary rate of [*give salary*].

The temporary nature of the TN status is understood, and assuming our TN petition is approved, we fully intend to comply with all regulations regarding employment of individuals in TN status.

Sincerely,

Name

Dean, Director or Department Chair  
(Include the email and phone number of the person signing the form.