(***On Department/Institute Letterhead)***

Current Date

Subject: Name of Employee

TN nonimmigrant status

To Whom It May Concern,

The University of California, Santa Barbara (UCSB) is requesting to sponsor Dr. /Mr. /Ms. **(Name of Employee)’s** request for the use of TN status. **He/She** has been selected for a temporary appointment as a **(Job Title)** with the UCSB Department of **(Employing Department**), for a period of up to three years. This position falls under the [**(Select the Appropriate TN Profession—list here)**](http://www.nafsa.org/_/file/_/amresource/8cfr2146.htm)category of the Appendix 1603.01 of the NAFTA Treaty. The annual salary for this position is **(Salary),** and the employee **will/will** **not** be eligible to receive benefits **(attach BELI, if applicable—**[**link here**](http://www.hr.ucsb.edu/files/docs/benefits/BELI_chart.pdf)**)**.

The job duties for this position are **(Description of Job Duties)**, and as such require a minimum degree of **(Degree Level)** in the field of **(Major/Academic Field)**. **(Name of Employee)** not only possesses this degree, or the equivalent of this degree, but also has valuable background in field of **(academic/research field)**. Therefore they satisfies both the University’s minimum requirements for the job position and the minimum education requirements and alternative credentials for this profession.

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 TNclassification.

Thank you for your assistance.

Sincerely,

**Name**

**Title (Department Chair/Director)**