

Sample TN Visa Letter

We recommend using the following template to request TN visa status for Canadian or Mexican citizens employed by the University of Michigan.

Date

U.S. Dept. of Homeland Security
Customs and Border Patrol (for Canadians)

U.S. Dept. of State
Consular Section, Visa Services (for Mexicans)

U.S. Dept. of Homeland Security
Citizenship and Immigration Services
Nebraska Service Center
850 "S" Street
Lincoln, NE 68508 (for extensions and change of status within the U.S.)

To Whom It May Concern:

This is to request TN status for Dr./Ms./Mr. _____, who has been invited to [teach/conduct research, etc.] in the Department of _____ at the University of Michigan.

Dr./Ms./Mr. _____'s professional affiliation with the University will extend from _____ (mm/dd/yyyy) to _____ (mm/dd/yyyy).
He/she will be employed as a ([NAFTA job title](#)) with an annual salary of \$_____.

At the University of Michigan, Dr./Ms./Mr. _____ will [description of work to be performed, including specific job duties].

Thank you for your consideration of this application.

Sincerely,

(University Representative)