**Department letter of support for all TN Positions**

*Department will send this letter via federal express/DHL to the Beneficiary. Entry into the U.S. in TN status requires that the TN carry with him/her the* ***original*** *letter on letterhead with an* ***original*** *signature*

DATE (Letter must be **dated within 30 days** of the beneficiary’s planned entry into the U.S.)

**Lester B. Pearson International Airport**
P.O. Box 115
Toronto AMF
Toronto, Ontario L5P 1A2

RE: **TN REQUEST FOR NONIMMIGRANT WORKER**

**Sponsor: University of Maryland, College Park, MD**

**Beneficiary: \_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: \_\_\_\_\_\_\_\_\_\_\_**

**Period: \_\_\_\_\_\_\_\_\_\_\_**

Dear USCIS Officer:

This letter is written in support of a TN status on behalf of the beneficiary, [beneficiary’s name] to conduct research/teach in the Department of [department name] at the University of Maryland College Park. The temporary position is classified under the NAFTA-approved occupation of **University Teacher/Research Assistant** for one/two/three years.

UNIVERSITY OF MARYLAND
The University of Maryland is a top-ranked public research university, the flagship campus of the University System of Maryland, and the original 1862 land-grant institution in the State. It is one of 62 members of the Association of American Universities, comprising the leading research universities in the United States and Canada. The University offers over 90 undergraduate majors and 200 graduate programs across 12 colleges. The University creates and applies knowledge, nourishing a climate of intellectual growth and providing outstanding instruction and in a broad range of academic disciplines and interdisciplinary fields. Its collaborations with State, federal, private and non-profit partners promote economic development and improve quality of life. The University offers faculty and students a vibrant ecosystem that nurtures and encourages innovation and entrepreneurship in a variety of ways. We are a diverse community of 38,000 students, 9,000 faculty and staff, and 352,000 alumni, all dedicated to the pursuit of Fearless Ideas.

DEPARTMENT OF \_\_\_\_\_\_\_\_\_\_\_\_\_
Insert description of Department (including ranking and mission)

THE POSITION OFFERED
The University of Maryland is currently seeking to temporarily employ [beneficiary’s name] as a title of the position in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The temporary position is classified under the NAFTA approved occupation of **University Teacher/Research Assistant** (BOLD) for one/two/three years.

Position Duties(BENEFICIARY SHOULD NOT BE MENTIONED—THIS IS ABOUT THE POSITION ITSELF)
[Describe in a few sentences the duties assigned to this position—classes taught, research, etc.]

Position Requirements(BENEFICIARY SHOULD NOT BE MENTIONED—THIS IS ABOUT THE POSITION ITSELF)
[Describe the requirements for this position—degree required and in what field, background in a certain area. A good way to think about this is how a job posting for this position would be treated.]

BENEFICIARY’S PROFESSIONAL CREDENTIALS
[Beneficiary’s name] is the ideal candidate to fill the \_\_\_\_\_\_\_\_\_\_ position offered in the Department of \_\_\_\_\_\_\_\_\_\_ at the University of Maryland. In [graduation year], the beneficiary received [insert degree] in [field of study] from [Name of University]. If highest degree is from a foreign institution add**: This PhD is equivalent to a U.S. PhD degree in [field of study]. See attached credentials evaluation.** This degree has afforded [beneficiary’s name] the necessary specialized body of knowledge needed to conduct research in [brief description].
[Explain how the beneficiary directly meets the requirements stated above and how their credentials correlate to the job duties in a few short sentences]

FINANCIAL TERMS AND CONDITIONS OF EMPLOYMENT
Based on [beneficiary’s name]’s credentials, the University of Maryland wishes to employ [beneficiary’s name] on a TN status for the period of [start date] – [end date]. The salary for this position is \_\_\_\_\_\_\_\_\_\_ per year.

SUMMARY[beneficiary’s name] is highly qualified to fill the position of \_\_\_\_\_\_\_\_\_\_\_\_ at the University of Maryland. We respectfully request a favorable decision.

Should you require any additional information, please contact me directly at phone number.

Sincerely,

Title: Department Chair/Director

Department

Address

Phone and Email

**Please email ISSS the draft of your TN letter for review**