**[On Department Letterhead]**

Date

U.S. Department of Homeland Security

Customs and Border Protection

RE:  Request for Admission in TN Status

Dear CBP Officer:

I am writing in support of the admission of Mr./Ms./Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the United States in TN status. Mr./Ms./Dr. \_\_\_\_\_\_\_\_\_\_ has been hired to work as a \_\_\_\_\_\_\_\_\_\_\_\_*title* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ at Brown University, located at *\_\_\_department address and phone number\_\_\_\_\_\_.* Mr./Ms./Dr. \_\_\_\_\_\_\_\_’s appointment/position with Brown University is effective from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_ with a monthly/annual salary of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Mr./Ms./Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is fully qualified for the position.  S/he received a degree from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.   (can expand upon qualifications here).

The work/research project that Mr./Ms./Dr. \_\_\_\_\_ will be involved with is focused on\_\_\_\_\_\_\_\_\_\_\_. S/he will be working on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. ***And/Or****/****As Applicable***  Mr./Ms./Dr. \_\_\_\_\_\_\_\_will be teaching X courses per semester in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, specifically (list courses).

Mr./Ms./Dr. \_\_\_\_\_\_\_\_\_\_’s position as \_\_\_\_\_\_\_\_\_\_\_\_*title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* in \_\_\_*department*\_\_\_\_\_\_\_\_ falls under the schedule of occupations listed on the North American Free Trade Agreement (Appendix 1603.D.1) as *Choose NAFTA Occupation Title from list here:* [*https://www.nafsa.org/\_/file/\_/amresource/8cfr2146.htm*](https://www.nafsa.org/_/file/_/amresource/8cfr2146.htm), and s/he meets all the eligibility requirements for the position and TN status.

Thank you for your consideration.

Sincerely,

 (Chair's name)

Department Chair