Date

U.S. Department of Homeland Security

U. S. Customs and Border Protection

Re: TN Status on behalf of Dr. NAME SURNAME (DOB: MM/DD/19YY)

To Whom It May Concern:

On behalf of Yale University, this letter is to request TN status for Dr. NAME SURNAME, a Canadian citizen, from EMPLOYMENT START DATE to EMPLOYMENT END DATE. Dr. SURNAMEwill be appointed asPOSITION **TITLE** in the XYZ Lab/Center/Institute/Council/Studies in the Yale DEPARTMENT NAME, at a salary of $XXX annually plus standard University benefits. Dr. XXX’s work site will be located at STREET NUMBER AND NAME, New Haven CT 0651X and the office phone number is (203) ###-####. This is a temporary appointment within the terms of the North American Free Trade Agreement (NAFTA).

Yale DEPARTMENT NAME is under the SCHOOL NAME of Yale University. Members of the Department conduct basic research in GENERAL AREAS OF RESEARCH IN THE DEPT. Areas of active research include BRIEF EXAMPLES OF CURRENT RESEARCH CONDUCTED IN THE DEPT. Members of the Department have also been at the forefront of SOME PIONEERING RESEARCH, METHODS, TECHNOLOGY, ETC.

The position of POSITION **TITLE** is a professional occupation consistent with the NAFTA Chapter 16, Annex 1603, Appendix 1603.D.1 and the NAFTA Professional Job Series List allowing TN status for **TN PROFESSION TITLE**. Specifically, the position duties will include: A DETAILED LIST OF POSITION DUTIES.

The position requires a **PhD** degree and specific knowledge and expertise in FIELD OR RESEARCH AREA**.** Dr. SURNAME received her/his **PhD** degree in MAJOR/FIELD from the UNIVERSITY NAME in MONTH YEAR. Upon attainment of her/his PhD, BRIEF SUMMARY OF POST-DOCTORAL RESEARCH, EMPLOYMENT HISTORY, PUBLICATIONS, AND ACCOMPLISHMENTS. Her/his advanced education and research/clinical training combined with her/his extensive academic and professional experience in the NAME OF FIELD, renders Dr. SURNAME is eminently qualified for the POSITION TITLE. Please be advised that the POSITION TITLE does not serve as a clinician and/or a medical technologist; therefore, the position does not require additional licensure and/or certificate for its performance.

Dr. SURNAME will be expected to travel during her/his employment at Yale University, so we kindly request a multiple-entry designation of the TN status for the NUMBER OF YEARS BASED ON THE LENGTH OF APPOINTMENT-year/month period.

Yale University would be grateful for every consideration shown to Dr. SURNAME. Thank you for your assistance.

Sincerely,

Director/Chair of Department