

TN Sample Job Verification Letter

The letter provided to the employee should be on department's letterhead with original signature (in blue ink).
The letter should be dated within 30 days of the employee's entry into the U.S.

[Date]

U.S. Embassy or Consulate (Mexican TN applicant only)
U.S. Port of Entry/Pre-Clearance Inspection Center

Re: Request for TN status for **[Employee's Name]**

Dear Customs and Border Protection (CBP) Officer:

The **[Hiring Department]** at the University of California, Santa Cruz would like to temporarily employ **[name]** as a/n **[UCSC job title]** full-time or part-time basis for the period **[dates of employment]**. **[Employee]** will receive an annual salary of **[salary or hourly amount]**. The benefits for this position include sick leave, vacation leave, retirement, and medical, dental and vision insurance (include if relevant). The minimum qualifications for this position are **[list degree and field of study, required training or experience, etc.]** This position corresponds to the position **[list NAFTA occupation title]** on the listing of professional occupations in Appendix 1603.D.1. of the North American Free Trade Agreement (NAFTA).

Briefly explain job duties and reason for hire. [For example: Dr. Smith will design and execute laboratory experiments to isolate and characterize cell-type specific negative regulators of the viral oncogene v-jun. He will also be directing undergraduates and technicians in the research and presenting seminars based on his work. Dr. Smith is highly qualified for the position. He received a Ph.D. in Biochemistry in 2000 from the University of British Columbia in Canada, and has been a postdoctoral researcher for three years. He is particularly skilled in the techniques of eukaryotic gene expression, host-vector systems, protein-DNA interactions, nuclear oncogenes, and in vitro as well as in vivo assays. This background makes him an ideal candidate to carry out the proposed research.]

We are excited to have **[employee]** join our research team and respectfully request that he/she be granted TN status.

Sincerely,

[Name of Chair, Hiring Authority]
[Title]