



**Sample Letter to Request TN Visa Status**

***This letter should be printed on University and Departmental Letterhead.***

Once the letter is complete, please forward to the International Center, c/o Leigh Poole, 218 Dinkins Hall,  
Phone: 803/323-2133 \* Email: <mailto:poolela@winthrop.edu>

**[Date]**

***For TN status granted at U.S. port-of-entry:***

U.S. Department of Homeland Security  
United States Customs and Border Protection

***For TN status submitted by mail:***

U.S. Department of Homeland Security  
United States Citizenship and Immigration Services  
Vermont Service Center  
75 Lower Welden Street  
St. Albans, VT 05479

Subject: TN Status on behalf of **[scholar's name]**

To Whom It May Concern:

On behalf of Winthrop University, this letter is to request TN non-immigrant status for **[scholar's name]** as **[job title]**. While in TN status, **[scholar's name]** will be employed **[full-time/part-time]** at Winthrop University from **[start date]** to **[end date]** (*visa can be issued for three years, be sure to request three years employment*). **[Scholar's name]** will work at Winthrop University, **[department name]**, 701 Oakland Avenue, Rock Hill, South Carolina, 29733. We intend to employ this individual at an annual salary of **[salary]** per year plus standard University benefits.

The temporary position for which we intend to employ **[scholar's name]** qualifies under the provisions of NAFTA as a professional occupation listed in 8 CFR 214.6, Appendix 1603.D1. This is a temporary appointment within the terms of the North American Free Trade Agreement (NAFTA).

**[Scholar's name]** has the degree and skills required by the position. **[His/her]** education background fully qualifies **[him/her]** to work as a **[job title]** under NAFTA. **[Scholar's name]** is an exceptional candidate for this professional position. **[S/he]** obtained a **[degree]** with an emphasis on **[area of study]** from **[institution]** in **[country, state where institution is located]**. **[Add description of additional education and experience that qualifies scholar for this position]. [If the scholar has worked in the U.S. before, list the dates and visa status held during those times.]**

**[Scholar's name]** will be performing the following tasks: **[list tasks]**

The position, for which we are seeking TN designation, clearly qualifies under the provisions of NAFTA, as do the qualifications of the individual whom we wish to employ. Winthrop University would be grateful for your consideration of our request for a TN visa for **[scholar's name]**. Should you need any additional information, please feel free to contact me.

Sincerely,

**[Winthrop University Department Chair Name]**

Chair, Department of \_\_\_\_\_, Winthrop University