**Departmental Header/Logo On Top**

**(Date)**

Addressed to:   
U.S. Embassy  
Non-Immigrant Visa Section **(Address of nearest embassy)**

Re: Petition for TN/TD Nonimmigrant Visa Application  
Petitioner: (**Department Name and phone number of petitioner)**  
Beneficiary: **Full name of applicant (i.e. two first names and two last names)**   
**(DOB of applicant)**   
**(Phone number of applicant)**  
Position: **(Position Title, which must be on the NAFTA list of professions)**

Dear Sir or Madam:

This letter is written in support of the TN application of **(Your Employee’s Full Name).** Who was hired by the Department of **(X)** at The University of North Dakota, in Grand Forks North Dakota to serve as a **temporary** **(Position Title). This position requires the employment of a person in a professional capacity, consistent with the NAFTA Chapter 16, Annex 1603, Appendix 1603.d.1.** **TN status is requested from (Date) to (Date).**

The Salary for this position will be **(Salary Amount)** per year, plus standard University of North Dakota Benefits. **(If applicable, describe any other Pay Arrangements).**

I. Petitioner: The University of North Dakota

The university is a leader in information systems, technology transfer, economic development and lifelong learning and encompasses a broad spectrum of curricular offerings, scholarly activity and service. It is a major research university in an eleven-institution state university system.   
II. Position: Position Title   
**(Position description includes duties, definition of degree and/ or experience required for the position)**   
III. Beneficiary: Name of Applicant  
**(Beneficiary Profile describes applicant’s qualifications, including education degrees and/ related work experience)**  
IV. Terms of Employment:  
**(Describes salary to be paid, length of contract – in months or years – and other terms of employment)**

Once this temporary position has been completed, I fully expect **(Your Employee’s Name)** to return to **(Country).** **(Your Employee’s Name)’s** employment will comply with all local, state, and federal laws. There are currently no labor disputes, nor are there any anticipated at the University of North Dakota. **(Your Employee’s Name)** is an **(X)** Citizen and has an **(X)** passport.

If you need any further information, please call me at **(Your Phone Number)** or email me at [**XXX@UND.edu**](mailto:XXX@UND.edu)**.** Thank you for your assistance.

Respectfully Yours,

**Sign,**

**(Your job title)**