

**\*\*ALL LETTERS PRESENTED MUST BE ON LETTERHEAD\*\***

Trade Officer  
Port of Entry  
Niagara Falls, NY (or other port of entry with a Trade Officer present)  
United States of America

DATE:

RE: Trade NAFTA Work Authorization for Canadian Citizen **FULL NAME**

CATEGORY: (see [Appendix 1603.D.1](#))

To Whom It May Concern:

*Letter must contain the following information:*

- Request the exact dates that the TN status is desired (up to three years)
- The department and/or division where the TN candidate will work
- The position title
- The description of the position/duties
- Salary/compensation information
- Academic requirements for the position
  - o After listing UR/departamental academic requires for position, also add the following:  
“This position is categorized under Title 8, Code of Federal Regulations 214.6 in Appendix 1603.D.1 (annotated) as \_\_\_\_\_. The minimum requirement for this position under NAFTA is a Baccalaureate or Licenciatura degree in the appropriate field.”  
(or other degree as listed in the Appendix)
- Why you want to hire this particular person (academic qualifications, skills, experience, any applicable licensing, other pertinent information)

Do not hesitate to contact me if further information is required. I can be reached at **xxx-xxx-xxxx**.

Sincerely,

Dean/Manager's signature  
Dean/Manager's name  
Dean/Manager's title

**\*\*DRAFTS MAY BE SUBMITTED TO [SCHOLARS@ISO.ROCHESTER.EDU](mailto:SCHOLARS@ISO.ROCHESTER.EDU) FOR REVIEW\*\***