

Put on department letterhead

November 9, 2021 **(Please put the TN exact date of US entry)**

Department of Homeland Security
U.S. Department of Homeland Security
Washington, DC 20528
Re: TN Visa Request for Canadian Citizen

Dear Department of Homeland Security:

I am writing on behalf of the **(Department Name)** at Northwestern University to inform the US Department of Homeland Security that we wish to employ **(Mr. Joe Smith)** as a **(Senior User Support Specialist)** for a temporary three year period beginning **(December 1, 2021 through November 30, 2024)**.

Profession

The occupation of **(Senior User Support Specialist)** is listed under the profession **(Computer Systems Analyst)** in the list of Professionals in USMCA Chapter 16 Appendix 2. The position of **(Senior User Support Specialist will require Mr. Joe Smith to respond to all support service requests from the Department and analyze and resolve these problems)**.

Educational Qualifications

Mr. Joe Smith possesses the minimum degree as listed under the Profession in USMCA Chapter 16 Appendix 2. He earned a Bachelor of Arts degree from Northwestern University. In pursuit of this degree, he completed coursework which included Cyberspace, Law and Politics, Information Ethics and Technology in the Humanities. The coursework provided a broader understanding of the foundations of information technology and its everyday applications.

Description of Duties

As a Senior User Support Specialist with the International Office at Northwestern University, **Mr. Joe Smith** will be responsible for responding to all support service requests from the Department and analyzing and resolving these problems in a timely manner.

More specifically, he will be responsible for the smooth operations of the computing facilities. He will maintain, install, and troubleshoot all hardware and software in the department and manage software licensing and documentation of departmental LAN, server, workstations and printers. He will also train and supervise individuals on the use of desktop productivity and network applications.

Terms of Employment

Based on **Mr. Joe Smith's** education we feel that he is highly qualified to fill the position of Senior User Support Specialist at Northwestern University. We therefore wish to employ **Mr. Joe Smith** for a temporary three-year period at the rate of 40 hours per week at an annual salary of \$35,000.

Thank you,

Jane Doe
Assistant Professor, Hosting Unit Name