



UC international
University of Cincinnati
PO Box 210640
Cincinnati, OH 45221-0640

Room 3134, Edwards One
Phone (513) 556-4278
Fax (513) 556-2990

Sample TN-1 Letter for Canadian Nationals

Dear International Visitor:

Welcome to the University of Cincinnati! We are pleased that you will be joining our global campus community. As a Canadian citizen you have the ability to apply for TN-1 visa status with the U.S. Immigration and Naturalization Service at the airport or port of entry.

To apply for TN-1 visa status you will need to present proof of Canadian Citizenship, a baccalaureate degree or higher and/or proof of licensure (if appropriate), and the letter of appointment from your hiring department. A set of TN guidelines are attached for your information. You will be charged a \$56 processing fee and \$6 dollars for each dependent requiring TD status. The best time to apply for TN status at the border is Monday – Friday 9:00 a.m. to 4:00 p.m.

TN-1 employment status is job specific. If you change or increase the number of employers you must receive a new TN-1 designation by applying to the Immigration and Naturalization Service or going to the border.

U.S. Customs and Border Protection will issue you an electronic I-94 arrival/departure record. It will be marked TN-1 and have an expiration date to match this offer letter. You can access the I-94 card at <https://i94.cbp.dhs.gov/i94>. The maximum stay for a TN-1 is three years (renewals can be obtained). Please make sure you print your electronic I-94 card upon arrival and prior to reporting to UC International Services for check-in/onboarding. You will be sent separate instructions for scheduling a check-in with UC International Services. You must check-in with UC International Services prior to attending HR orientation your first day of employment.

If you have questions related to your visit to our campus or other aspects of your stay in the U.S., please feel free to contact UC international services at 513/556-4278. We look forward to meeting you and hope you have a pleasant journey to Cincinnati.

Sincerely,

Ronald B. Cushing, Director
UC international services



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Sample TN-1 Letter For The Border

Attention: United States Customs & Border Protection

RE: TN-1 Petition on Behalf of Joseph Bearcat

Dear Sir/Madam:

This letter is submitted in support of a request by Dr. Joseph Bearcat, a citizen of Canada, for admission of the United States in TN-1 status. The University of Cincinnati wishes to employ Dr. Bearcat in the United States for a three-year period as a university teacher in our College of Business Administration in Cincinnati, Ohio in the TN-1 classification, beginning October 1, 2013 and ending September 30, 2016.

The Petitioner

The University of Cincinnati was established in 1819 and is a non-profit state university. We have 15 colleges and an annual enrollment of 41,000. We have over 11,000 employees and a net income in excess of \$1 billion annually.

The Professional Position Offered

We wish to employ Dr. Bearcat for a temporary period as a teacher. In this professional position, Dr. Bearcat will work full-time teaching management courses to our undergraduate/graduate students including Entrepreneurship (FAMB 570) and the Capstone in Family Business and Entrepreneurship (FAMB 598). He will also be assigned to mentor doctoral students in conducting management research.

Dr. Bearcat is fully qualified to perform the foregoing services at our university by virtue of his outstanding academic background. He has completed all degree requirements for a Doctorate in Business Administration degree from the University of Cincinnati where he taught undergraduate/graduate level business students. His degree was conferred August 31, 2005. Dr. Bearcat has also earned a baccalaureate degree from Xavier University in Cincinnati, Ohio. These degrees qualify him for this position.

During his proposed temporary assignment, Dr. Bearcat will receive a salary of \$65,000. Benefits associated with this position will include accruing 15 days of sick leave, participation in one of the University's approved retirement programs, medical, dental, and life insurances. He will also be eligible to receive paid vacation time off.

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TN-1 Petition on behalf of Joseph Bearcat
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For the foregoing reasons, the University of Cincinnati respectfully requests the Customs & Border Patrol (Department of Homeland Security) to approve Dr. Bearcat for the TN-1 status.

Sincerely,

Ronald B. Cushing, Director
UC international services