

SAMPLE LETTER

February 4, 2005

United States Department of Homeland Security
United States Citizenship and Immigration Services

This letter is submitted in support of an application to grant Dr. Helen Smith status as a Geochemist under the North American Free Trade Agreement (NAFTA). We wish to engage the services of Dr. Helen Smith as a Geochemist at our facilities in the United States.

The University of Southern Mississippi (USM) is a publicly funded university in the state of Mississippi with its main campus in Hattiesburg, Mississippi. The USM Department of Marine Science is located off campus at the NASA John C. Stennis Space Center (near Bay St. Louis, MS). The university engages in undergraduate and graduate education as well as research and public service. Currently the University has over 15,500 enrolled students and approximately 650 faculty.

Dr. Helen Smith is a Canadian citizen with a Geochemistry degree (Ph.D.) from Memorial University of Newfoundland. She has published a number of well-regarded papers in scholarly journals; she has received various fellowships; and she has extensive experience in the application of inductively coupled plasma mass spectrometry (ICP-MS) to geochemical problems. A complete resume of Dr. Smith's is annexed hereto along with appropriate documentation.

Dr. Smith's job duties for her Research Scientist position at USM's Department of Marine Science include two main responsibilities. The first is to be the key operator of our Finnigan MAT Element 2 high resolution inductively coupled plasma mass spectrometer (ICP-MS). Included with this aspect of the job are responsibilities for instrument operation and maintenance. The second aspect of this position is for her to conduct original, externally-funded research. The ICP-MS instrumentation that Dr. Smith will operate resides in my laboratory and was obtained by me through funding by the US National Science Foundation and USM.

I respectfully request that the application of Dr. Smith be approved and she be granted status as a TN visa holder so that we may engage her services at The University of Southern Mississippi's Department of Marine Science laboratories at the John C. Stennis Space Center for one year at a salary of \$56,600.00.

Thank you for your prompt attention to this matter.

Sincerely,

Alfred M. Miller
Professor