



Departmental Checklist
Special Handling
Labor Certification

This checklist is a comprehensive list of documents IP needs from the department. Only PHOTOCOPIES of the following documents are needed. Employees have a separate checklist that they are responsible for submitting to IP.

	Signed and completed Departmental Intake Form for Special Handling labor certification for a teaching position. This confirms that the department wishes IP to pursue labor certification process on their behalf.
	Copy of the offer letters from the Provost and the Department. Note: The labor certification (ETA 9089) application must be filed with Department of Labor within 18 months of the date of the Provost’s initial offer. If more than 18 months have passed since the date of the offer letter, special handling labor certification will not be possible with the existing documentation.
	A copy of at least one paper advertisement that appeared in a national professional journal or publication (e.g. The Chronicle of Higher Education). The copy must be of the entire page so that the date and name of the journal are included. If needed, include a copy of the cover page of the journal where the title and date are clearly printed.
	Evidence of all other recruitment efforts used. This should include any electronic job ads that were placed, additional print advertisements, announcements through listservs or to colleagues in the field, etc. If interviews were conducted at a conference, announcement/participation information is needed. Important: Please include a copy of the entire ad as it appears in the journal or newspaper or tear sheets (not a copy of the invoice or proof of payment). If online ad, print a copy of website where ad appears showing the URL and date.
	The official University position description for the job filled by the international employee.

	Copy of all HR/EO documents relating to the Search and Selection Process: list of applicants; rationale for disqualification; for interview; and selection.
	Any reports and summaries of the selection process that might have been prepared within the department by the selection committee.
	Letters of references that were submitted in support of the international employee's candidacy.
	Copy of the employee's Curriculum Vitae, evidence of possession of the degree required in the job posting (diploma, transcript indicating degree conferral, or other official institutional documentation), and publications submitted to the Selection Committee. Note: if the degree is from abroad, a credential evaluation is required to determine U.S. degree equivalency. Contact IP for more information.
	Evidence of any specialties, experience, or qualifications that were required for position according to the PD. Such documentation may include licenses or certifications acquired.
	Provide Notice of Filing . Purpose: to providing notification to current employees of the hiring department's intention to file an application for permanent alien labor certification for the relevant job opportunity. IP will prepare the paper notices. The hiring department should post two notices at the worksite for at least 10 consecutive business days. Return the notices to IP after posting period has ended.

A labor certification is a finding by Department of Labor that there are not sufficient U.S. workers in the geographic area of employment who are able, willing, qualified (or equally qualified, in the case of college and university teachers) and available to do the job in question, and that the employment of the alien will affect the wages and working conditions of similarly employed U.S. workers. INA § 212(a)(5)(A). A college or university employer filing a labor certification for a position involving actual classroom teaching duties may choose to file under special recruitment and documentation procedure (known as ‘Special Handling.’)

Special Handling PERM procedures are more streamlined than standard recruitment, allowing the employer to submit documentation of competitive recruitment procedure that was undertaken to fill the teaching position as long as the labor certification is filed **within 18 months of selecting the candidate (official Provost offer letter)**. IP will submit a completed Application for Permanent Employment Certification (ETA Form 9089) to DOL after receipt of this form and the required supporting documentation.

EMPLOYER INFORMATION (complete all fields)		
1. Name of Hiring Department:		
2. Campus Address		
Address:		
City:	State:	Postal Code:
3. Contact person name:	4. Contact person’s phone #:	5. Contact person’s email address:
6: Employee’s Information		
Last Name:	First Name:	Middle Name:
Current Nonimmigrant Status:		Date status Expires:
Place of Employment, if different from above (Primary worksite-where work is to be performed):		
JOB OPPORTUNITY		
1. Job Title:		3. Offered Salary/Wage: (per Hour/Year)
4. Education: minimum level required: (Master’s, Doctorate, Other)	5. If ‘Other’ Indicated, specify education required:	6. Major field(s) of study:
7. Job Duties: As advertised in national print ad.		

8. Is training required in the job opportunity? Yes No If yes, number of month of training required and indicate the field of training:

9. Is experience in the job offered required for the job? Yes No If yes, number of months of experience required:

10. Is a foreign educational equivalent acceptable? Yes No

11. Are the job opportunity's requirements normal for the occupation? Yes No
If the answer is No, the department must be prepared to provide documentation demonstrating the job requirements are supported by business necessity.

12. Is knowledge of a foreign language required to perform the job duties? Yes No
If the answer is Yes, the department must be prepared to provide documentation demonstrating the language requirements are supported by business necessity.

13. List specific skills or other requirements for the position:

14. Has the department received payment of any kind to submit a Labor Certification application (ETA 9089)? Yes No

15. Has the department had a layoff in the area of the intended employment in the occupation involved in this application or in a related occupation within the past six months?
 Yes No

16. Did the department pay for any of the international employee or training necessary to satisfy any of the employer's job requirements for this position? Yes No

RECRUITMENT INFORMATION

1. Name of national professional journal in which a print advertisement was placed:

2. List of other recruitment efforts:

3. Date of printed national advertisement: (mm/dd/yyyy)

4. Date of official offer or selection: (from Provost letter)

REQUIRED SIGNATURE

By signing below, I am confirming that this request is for a position that is non-temporary in nature. On behalf of the university I am requesting that International Programs evaluate this request for eligibility for the permanent residency process and proceed with that process if the employee and the position meet the appropriate University and federal requirements.

Signature of the Head of Hiring Unit

Date Signed: