

OPTIONAL RECRUITMENT LABOR CERTIFICATION DEPARTMENT CHECKLIST

INITIAL DOCUMENTATION

- ☐ National **print** journal advertisement, including journal name and date of publication.
- ☐ Letter from Search Committee Chair stating the date Beneficiary was selected for teaching position pursuant to a competitive recruitment and selection process. The date of selection is not the date on the letter of offer.

** Copies of both must be submitted via fax or campus mail to IFS before a case will be accepted by our office.*

DEPARTMENT DOCUMENTATION

Send all of the following documentation together to IFS.

- ☐ Two (2) Notice of Labor Certification Postings.* Posted for ten (10) consecutive business days. Both originals must be retained by IFS.
- ☐ Verification of Notice of Labor Certification Posting*
- ☐ Letter/Report from the Search Committee Chair outlining the recruitment and selection process*, including:
 1. Composition of search committee;
 2. How applications were solicited (journal ad, UA website, internal postings);
 3. Description of competitive selection process, indicating:
 - a. total number of applicants and
 - b. screening process: advertising, interviewing, etc. and
 - c. elimination process describing why beneficiary is more qualified than each US worker who was available, able and willing to accept the job
 4. Statement of beneficiaries classroom teaching responsibilities; and
 5. Detailed statement attesting to the degree of the beneficiary's qualifications and achievement emphasizing that the beneficiary was more qualified than any US workers who applied for the position.
- ☐ Candidate referral form (usually an excel document) or other similar departmental form prepared for Affirmative Action
- ☐ Copy of the online UA human resources posting and any other "in-house" media used by department to advertise position
- ☐ Form 9089 to be completed with beneficiary. Only complete highlighted sections.

** Template provided by IFS*

DEPARTMENT AND/OR BENEFICIARY

- ☐ **\$4,000.** eDOC. Labor Certification costs, i.e., IFS fee **must** be paid by the department.
- ☐ DOL Fee: DOL does not currently charge a fee for submitting a LC. However, a fee is expected to be assessed in the future.

** This fee is due upon acceptance of your case.*

Once all of the required documentation has been compiled, the Application for Permanent Employment Certification will be submitted to DOL via an Electronic Computer Program (PERM). Certification is estimated, not guaranteed, to take approximately 45-60 days from submission. Upon certification, the FN should complete Form I-140 and gather required documentation so that IFS may prepare the I-140 petition for delivery to USCIS.