

OPTIONAL RECRUITMENT LABOR CERTIFICATION APPLICANT CHECKLIST

BENEFICIARY DOCUMENTATION

- ☐ Curriculum Vitae
- ☐ Copy of Diploma
- ☐ Must be the degree *required for the position* and the most recent/highest level degree. Must have the required degree at the time of offer if no mention was made in the advertisement of a different time. Must state specific subject area on diploma; if not, include a copy of transcripts. If not in English, must have a certified translation. **If your degree was awarded by an educational institution outside of the United States, you MUST submit a professional credential evaluation stating the U.S. equivalent of your degree.*
- ☐ One (1) completed and signed original DOL Form ETA-9089

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 Labor Certification will be submitted to DOL via an Electronic Computer Program. Certification is estimated 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 OR petition for delivery to USCIS.