

Georgetown University Special Handling Labor Certification Instructions and Forms for Teaching Positions

Please note: Georgetown faculty interested in employment-based permanent residence should contact Sandra Layton in the Office of International Programs (OIP) prior to completing this form.

Special Handling Labor Certification is a means of obtaining a green card for a Georgetown University faculty member if the employer can prove that the faculty member was selected as the most qualified pursuant to a competitive recruitment and selection process and at least one print ad was placed in a national professional journal.

The faculty appointment must involve some classroom teaching. The application has to be filed no later than 18 months after the faculty member was selected as the most qualified candidate for the position.

Following are instructions on how to process a Labor Certification application for a Georgetown employee. Please note that OIP must process the application. Use of outside attorneys is not allowed unless permission is received from the Office of International Programs.

INSTRUCTIONS

1. An advertisement for the teaching position must be placed in a journal of national circulation likely to produce qualified applicants, such as the Chronicle of Higher Education, or another professional journal appropriate to the field. The ad must appear in print. Online ads are not acceptable to the Department of Labor. The ad must list the job title, job requirements and description, must make it clear that the job involves teaching, must refer applicants to the Georgetown employer with appropriate contact information, must appear at least once, and the position must remain open for a sufficient period of time to permit qualified applicants to apply. If All but Dissertation (ABD) is acceptable, then the ad should indicate that as the faculty member must meet the minimum requirements at the time of selection.

In most cases this advertising has already been done. The Department will need to provide copies of all advertisements to OIP.

2. The Department should also post the job internally for 10 business days in two locations using the Notice of Job Availability in this packet. These postings should remain unobstructed throughout the time of the posting and should be posted in locations that are used for general information or public notices and that can be easily accessed by current employees who may qualify for the job. The Notice must contain the same information as the original advertisement including a name, address, and telephone number that applicants may use to inquire about or apply for the job. When removed, note the removal date on the posting and retain it for inclusion with other advertising and recruitment evidence to be sent to the Office of International Programs. Be sure to write or type the alien's name on a small piece of paper and staple it to the posting. Do not write the alien's name on the posting.
3. The Department must post the Notice of Job Availability in any in-house media normally used for recruitment purposes and forward documentation that the notice was posted in the in-house media to OIP. An example of "in-house media" is a departmental newsletter, whether electronic or printed, which normally publishes job announcements as a means of encouraging employees to apply for job openings within the organization. (The Human Resources website is not considered in-house media.) If positions similar to the one in question are not advertised in in-house media, only the "bulletin board" posting described above is required.

4. After the recruitment steps are complete, the Department should write (1) a Recruitment and Selection Report describing in detail the recruitment efforts, the results and that the alien is the most qualified applicant as well as (2) a statement of the faculty member's qualifications. The statements should be very detailed. They should be on Georgetown letterhead and should be signed by the Department Chair. The following details need to be included in the report and statements:

Recruitment and Selection Report

Recruitment procedures:

- a. Dates and places of published advertisements;
- b. Dates and places of on-site recruiting at meetings or other universities;
- c. Dates and names of personal contacts (telephone calls, letters, etc.) with others in the field likely to know qualified applicants; and
- d. Similar documentation on other recruitment, if any.

Selection procedures:

- a. The total number of applicants for the job opportunity;
- b. The specific lawful job-related reasons why the alien is more qualified than each U.S. worker who applied for the job;
- c. How and by whom applications were reviewed;
- d. Which applicants were invited for interviews;
- e. How and by whom (use names and titles) the interviewed applicants were evaluated;
- f. How and by whom (use names and titles) the final decision to select the faculty member was made; and
- g. The date on which the appointment letter was written.

Statement of Faculty Member's Qualifications:

- a. The degree and other academic credentials;
- b. Nature and extent of publications and presentations;
- c. How the faculty member will help meet the teaching and research goals of the Department; and
- d. A confirmation that the faculty member is the most qualified of all the applicants for the position.

5. The Department should then submit the following documents to OIP:
 - Permanent Residency Request Form (Labor Certification for Teaching Faculty, Employee Portion, Dependent Supplement and Employee Document Certification),
 - the Recruitment and Selection Report,
 - copies of all advertisements,
 - the original internal postings,
 - copies of all resumes/applications for the job (Please note that these CVs must be kept for 5 years after the date the Labor Certification is filed.),
 - a copy of the faculty member's CV and educational documentation, and
 - copy of the job offer letter and contract (if applicable).
6. OIP will prepare the application and file it electronically with the U.S. Department of Labor. Processing will take approximately 4 to 10 months once submitted. If the application is certified, Georgetown can then sponsor the faculty member with U.S. Citizenship & Immigration Services.

Georgetown University Permanent Residency Request Form Labor Certification for Teaching Faculty

This form should be submitted to OIP to initiate the Labor Certification process along with the Recruitment and Selection Report, copies of all advertisements, the original internal postings, copies of all resumes/applications for the job, a copy of the faculty member's CV and educational documentation, and a copy of the job offer letter and contract (if applicable).

Section 1. The following information should be provided about the sponsoring Department.

Department:
Supervisor name:
Supervisor title:
Telephone number:
Fax number:
E-mail address:
Name of Department Administrator:
Telephone number:
E-mail address:

Section 2. Please complete this about the position.

Name of faculty member being sponsored:
Employee's start date at GU: If employed for less than one year, explain why the employee should be exempt from the one-year requirement. (Note: Tenure-track or tenured faculty are automatically exempt from the one year requirement.)
Job title:
Annual salary:
Is the position full-time? If no, please (explain)
Is the position funded for the next three years? If no, please (explain)
Does the Department intend to employ this individual for the foreseeable future:
Does the individual supervise anyone? If yes, number of employees _____
Complete address where work is to be performed:
<u>Minimum</u> education level required for the position:
Major field of study:
Is training required for the position? If yes, number of months required _____, Field of training _____
Is experience in the job offered required for the job? If yes, number of months required _____
Is there an alternate field of study that is acceptable? If yes, specify _____
Is there an alternate combination of education and experience that is acceptable? If yes (i.e., M.D. is accepted in lieu of Ph.D., Bachelor's plus 2 years experience is acceptable in lieu of Master's), specify _____
Is a foreign educational equivalent acceptable?
Is experience in an alternate occupation acceptable? If yes, number of months experience in alternate occupation _____, job title of acceptable alternate occupation _____

<u>Job duties</u> (Please describe the job duties, responsibilities and activities of the position. Provide enough detail to allow for appropriate classification and comparison with similar positions at other employers):
Are the job requirements normal for the occupation? If no, please explain _____
Is knowledge of a foreign language required to perform the job duties?
Specific skills or other requirements:
Does the position involve a combination of occupations?
Name of national professional journal in which advertisement was placed:
Dates of advertisement(s) in journal:
Dates the Notice of Job Availability was posted (10 business days): From: _____ To: _____
Specify additional recruitment information in this space. Please also attach documentation of additional recruitment.
Has there been a layoff in the area of intended employment in the occupation within the last six months?
How many people applied for the position?
How many applicants were interviewed?
Was the faculty member more qualified than the U.S. applicants for the position?
Date faculty member was selected (date of appointment letter):

I hereby certify the following conditions of employment:

1. The offered wage equals or exceeds the prevailing wage and the employer will pay the prevailing wage from the time permanent residency is granted or from the time the alien is admitted to the U.S. to take up the certified employment.
2. The wage is not based on commissions, bonuses or other incentives, unless the employer guarantees a wage paid on a weekly, bi-weekly, or monthly basis that equals or exceeds the prevailing wage.
3. I have enough funds available to pay the wage or salary offered to the alien.
4. I will be able to place the alien on the payroll on or before the date of the alien's proposed entrance to the U.S.
5. The employer's job opportunity does not involve unlawful discrimination, by race, creed, color, national origin, age, sex, religion, handicap, or citizenship.
6. The employer's job opportunity is not:
 - a. Vacant because the former occupant is on strike or is being locked out in the course of a labor dispute involving a work stoppage; or
 - b. At issue in a labor dispute involving a work stoppage.
7. The job opportunity's terms, conditions, and occupational environment are not contrary to Federal, State or local law.
8. The job opportunity has been and is clearly open to any U.S. worker.
9. The U.S. workers who applied for the opportunity were rejected for lawful job-related reasons.
10. The job opportunity is for full-time permanent employment.

By signing this application, I am committing the Department and Georgetown University to sponsoring this employee for permanent residency.

Department/Personnel Administrator Signature:	Date:
Supervisor Signature:	Date:
Department Chair Signature:	Date:
Name of Chair (typed or printed)	

Georgetown University Permanent Residency Request Form Labor Certification - Employee Portion

Section I. Employee Information

Last name:
First name:
Middle name:
Social Security Number:
Current home address:
Home telephone number:
Work telephone number:
Fax number:
E-mail address:
Date of birth:
Country of citizenship:
City of birth:
State of birth:
Country of birth:
Country of permanent residence:
Current visa status:
Expiration date of visa status:
Alien registration number (A#, if applicable):
I-94 card number:
Date of most recent arrival to U.S. (month/day/year):
Has an immigrant petition ever been filed on your behalf? If yes, explain
Are you in exclusion or deportation proceedings? If yes, explain
Please indicate where you would like to obtain your green card: <input type="checkbox"/> Inside the U.S. through U.S. Citizenship & Immigration Services <input type="checkbox"/> Outside the U.S. at the following U.S. Consulate _____
If you are not permitted to apply for adjustment of status in the U.S. and must apply at a Consulate abroad, where is the nearest U.S. Consulate in your home country? _____
Address in your home country:
Will family members immigrate with you? If yes, please complete Dependent Supplement.
Highest degree received:
Major field of study:
Year highest degree received:
Institution degree granted from: Address of conferring institution:
List any special skills or knowledge you have acquired. Do not list any skills or knowledge gained at Georgetown.
List any formal training programs in which you have participated outside of your degree and/or work experience.

Section 2. Work experience: List all jobs you have held during the last three years. Also list any other experience that qualifies you for the job. Attach additional sheets if necessary.

Note: If you are using this experience to qualify for your current position, please be aware that you may need to obtain letter(s) from former employer(s) giving the name, address, and title of the employer and a description of the experience, including specific dates of the employment and specific duties.

Job 1.

Employer name:
Employer complete mailing address (including country and zip/postal code):
Type of business:
Job title:
Start date (month/day/year):
End date (month/day/year):
Number of hours worked per week:
Job Duties
What tools, machines, equipment, skills, qualifications, certifications, licenses, etc. did you use?
Supervisor's Name:
Supervisor's Telephone Number:

Job 2.

Employer name:
Employer complete mailing address (including country and zip/postal code):
Type of business:
Job title:
Start date (month/day/year):
End date (month/day/year):
Number of hours worked per week:
Job Duties
What tools, machines, equipment, skills, qualifications, certifications, licenses, etc. did you use?
Supervisor's Name:
Supervisor's Telephone Number:

Job 3.

Employer name:
Employer complete mailing address (including country and zip/postal code):
Type of business:
Job title:
Start date (month/day/year):
End date (month/day/year):
Number of hours worked per week:
Job Duties

What tools, machines, equipment, skills, qualifications, certifications, licenses, etc. did you use?
Supervisor's Name:
Supervisor's Telephone Number:

Job 4.

Employer name:
Employer complete mailing address (including country and zip/postal code):
Type of business:
Job title:
Start date (month/day/year):
End date (month/day/year):
Number of hours worked per week:
Job Duties
What tools, machines, equipment, skills, qualifications, certifications, licenses, etc. did you use?
Supervisor's Name:
Supervisor's Telephone Number:

Job 5.

Employer name:
Employer complete mailing address (including country and zip/postal code):
Type of business:
Job title:
Start date (month/day/year):
End date (month/day/year):
Number of hours worked per week:
Job Duties
What tools, machines, equipment, skills, qualifications, certifications, licenses, etc. did you use?
Supervisor's Name:
Supervisor's Telephone Number:

I certify that this information is true and correct and that I intend to accept the position offered if I am granted a labor certification, visa or an adjustment of status based on this application.

(Employee signature)

(Date)

Georgetown University Permanent Residency Request Form Employee Dependent Supplement

Please provide the information about the family member who will immigrate with you.

Last name:	First name:
Relationship to you (check one): <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Son <input type="checkbox"/> Daughter	Date of birth (month/day/year): Country of birth:
Current address, if different from yours:	

Last name:	First name:
Relationship to you (check one): <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Son <input type="checkbox"/> Daughter	Date of birth (month/day/year): Country of birth:
Current address, if different from yours:	

Last name:	First name:
Relationship to you (check one): <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Son <input type="checkbox"/> Daughter	Date of birth (month/day/year): Country of birth:
Current address, if different from yours:	

Last name:	First name:
Relationship to you (check one): <input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Son <input type="checkbox"/> Daughter	Date of birth (month/day/year): Country of birth:
Current address, if different from yours:	

Georgetown University Permanent Residency Request Form Employee Document Certification

This certification is prepared in compliance with U.S. Citizenship & Immigration Services (USCIS) regulations relating to the verification of documents.

NOTE: In general, adults should certify their own documents. Parents may do certifications for children.

Name of person whose documents are being certified: _____

Date of birth (month/day/year): _____

Country of birth: _____

COPIES OF DOCUMENTS SUBMITTED ARE EXACT PHOTOCOPIES OF UNALTERED ORIGINAL DOCUMENTS AND I UNDERSTAND THAT I MAY BE REQUIRED TO SUBMIT ORIGINAL DOCUMENTS TO AN IMMIGRATION OR CONSULAR OFFICIAL AT A LATER DATE.

Signature of person certifying: _____

Full name of person certifying: _____

Date signed: _____

NOTICE OF JOB AVAILABILITY

Title:

Duties:

Requirements:

Contact:

Date Posted:

Date Removed:

X _____
Employer Signature

This notice is posted in connection with the filing of an application for permanent alien labor certification.

Any person may provide evidence bearing on the application to the Regional Certifying Officer of the Department of Labor at the following address:

Certifying Officer, U.S. Department of Labor, Employment & Training Administration,
Foreign Labor Certification National Processing Center
Harris Tower, 233 Peachtree Street, Suite 410
Atlanta, GA 30303