

Permanent Residency for Faculty and Staff

February 2010

Hiring New International Employee

Current International Employee

>Department gets approval for search in usual manner (SPRC)
 >Hiring Department ensures recruitment meets minimum standards that can be used later for PR application (using PERM special handling) if an international is hired.
 > Placing at least one print ad in national professional journal
 Note: This cannot be an electronic posting
 > Print ad must show the name and date of publication and must include:
 1) The job title
 2) Job duties
 3) Minimum education
 4) Experience required (if any) and
 5) Name of the University and contact information.

Provost

Attorney

Faculty/Staff Member

Human Resources

Department

Government

Employee requests permanent sponsorship. To qualify for PERM Special Handling, this must be processed within 15 months of the date of selection or sooner. (PERM must be filed no later than 18 months after the date of selection so at least 3 months is required to prepare the application for filing.)

Department informs HR of Permanent Residency Request

Is University-sponsored Permanent Residency an appropriate option?

Employee explores individual-sponsored PR or other VISA Options in consultation with hiring department or Human Resources

Department/Dean/Provost agree to sponsor and commit to paying fees for permanent residency application as stipulated by law

Hiring department downloads, completes, signs, and sends to HR the Employer Sponsored Permanent Residency for Faculty Approval Form (downloadable from HR website)

Human Resources contacts University-retained legal counsel and determines fee arrangements

University-retained immigration attorney meets with employee to discuss details of permanent residency process

University-retained immigration attorney sends employee questionnaire to employee and department for completion

Employee completes forms/ documentation and returns packet to University-retained immigration attorney

Department completes Position Description. Includes job duties, minimum and desired qualifications, etc. Returns to University-retained immigration attorney; copy to HR

Is PERM Process Required?

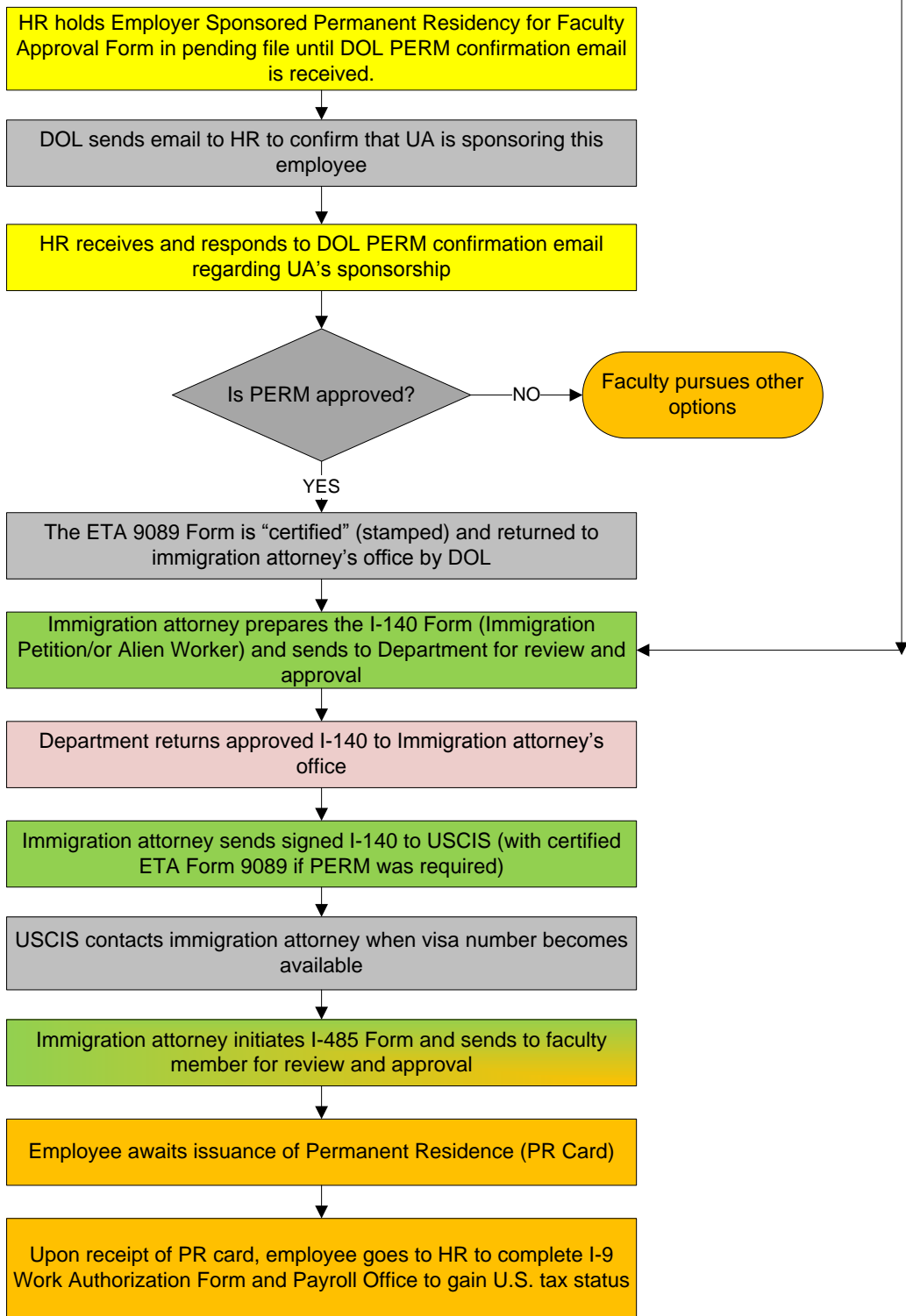
HR determines prevailing wage and approves position description

Immigration attorney prepares PERM packet for DOL and works with Human Resources on advertising, recruitment and required postings/notice to bargaining unit

HR returns PERM Recruitment Report and posting/notice certification to University-retained immigration attorney

University-retained immigration attorney submits the completed PERM Labor Certification packet to DOL for review

NO



A variety of sources were consulted when compiling these materials, including electronic and written documents from governmental agencies and public and private institutions of higher education, including Rice University, The Ohio State University, and Cornell University.