

Instructions for Rutgers Departments Filing a “PERM” Labor Certification for a Foreign National Faculty Member

First please read PERM regulatory requirements and restrictions described on page 3 of these instructions.
THEN:

At the same time as the process outlined below is underway submit to the Office of International Faculty Services a copy of the “Notice of Filing Application for Permanent Alien Certification Notice to the Bargaining Unit.”(attached to these instructions) **Please Note: the PERM application must be submitted by OIFS no less than 30 and no more than 180 days after the date that the AAUP notification occurred.**

In addition to the above, please submit the following documentation to the Office of International Faculty Services:

- A copy of at least one advertisement for the job opportunity placed in a national professional journal in print or online, which show the full advertisement and the name and date(s) of the publication. If the ad was placed on the web-based national professional journal, please provide evidence of the start and end dates of the advertisement placement and of the text of the advertisement. Screen prints of the advertisement from the first date the advertisement was posted and the last (31st) date of posting, and an invoice documenting the start and end dates. Both printed and web-based ads must state the job title, job duties and job requirements. The ad must be highlighted on each copy.
 1. The advertisement **MUST** contain information on the title, duties and requirements by the time s/he began employment at Rutgers;
 2. The hired candidate **MUST** have met the advertisement requirements by the time s/he began employment at Rutgers;
 3. If the advertisement specified “PH.D.” required” and the hired candidate was still ABD at the time s/he started working at Rutgers, we **CANNOT** file a labor certification application for this individual.
- Copies of all other recruitment sources utilized which may include both printed and on line ads.
- A “final report of the faculty, student and/or administrative body making the recommendation or selection of the alien at the completion of the competitive recruitment and selection process”, which serves to document the date on which the alien was “selected” and from which the 18 month filing “clock” begins (see “Time Limit for Filing” below). *If there exists minutes of the meeting at which the “alien” was selected, this will suffice. If no minutes exist, a written “final report” of the committee that made the selection must be attached. Either way, the “final report” must be signed by either the committee chair or the department chair.*



Rutgers, The State University of New Jersey

**Notice of Filing of Application for Permanent Alien Labor Certification
(Notice to the Bargaining Unit)**

This notice is being provided as a result of the filing of a n application for permanent alien labor certification for the job opportunity noted below. Any person may provide documentary evidence bearing on this application to the regional certifying Officer of the U.S. Department of Labor. Employment and Training Administration, Atlanta Processing Center, Harris Tower, 233 Peachtree Street, N.E., Suite 410, Atlanta, GA 30303. Application is to be made directly to the employer, Rutgers, The State University of New Jersey.

Name of Publication (must be a national professional printed journal) where advertisement was placed:

Dates advertisement ran in the publication:

Job title as listed in advertisement:

Description of Job Duties as listed in advertisement:

Job Requirements as listed in advertisement:

Date

ALIEN'S EMPLOYMENT HISTORY

To be completed by the "alien"

on whose behalf Rutgers is submitting a Permanent Labor Certification Application.

PLEASE COPY THIS FORM AS NECESSARY

- Use one form for each job you have held in the past 3 years (regardless of whether it was related to your current job). **START WITH YOUR CURRENT JOB.**
- **ALSO** list any jobs you held *more* than 3 years in the past but which were directly related to your current job.

THE INFORMATION BELOW PAGE DESCRIBES JOB # _____ OF A TOTAL OF _____ JOBS FOR WHICH I AM SUBMITTING ONE OF THESE FORMS.

1. Enter full legal name of the business, firm or organization that employed you.
2. Enter the street address of the employer.
3. Enter the city, state or province, country and postal code for the employer's postal address.
4. Enter the type of business of the employer, e.g., "institution of higher education," "federal research agency," "software manufacturing," etc.
5. Enter the job title you held with the employer.
6. Enter the date you started working for this employer _____
mo. day year
7. Enter the date you stopped working for this employer _____
mo. day year
8. Enter the number of hours per week you worked for this employer.
9. Phone number of the employer
10. Name of your supervisor
11. Job description, including details of the work performed, with emphasis on the skills, qualifications, certifications and licenses required, managerial or supervisory functions performed, materials or products handled, and machines, tools and equipment used or operate. (*Continue on reverse side of this form if you run out of space on this side*)

Your Name:

Your current address (home):

Your current phone number (home):

Your Signature:



Rutgers, The State University of New Jersey

Additional Information Required for Submitting PERM Certification

- 1) Primary Worksite (where work is to be performed):

- 2) Education: Minimum level required (must match what was listed in printed advertisement):

- 3) Major Field of Study:

- 4) Is training required in the job opportunity? If yes, number of months of training required and indicate the field of training.

- 5) Is experience in the job offered required for the job? If yes, number of months required experience.

- 6) Is there an alternate field of study that is acceptable? If yes, specify the main field of study.

- 7) Is a foreign educational equivalent acceptable?

- 8) Is experience in an alternate occupation acceptable?
 - If yes, indicate number of months experience in alternate occupation.
 - Identify the job title of the alternate occupation.

- 9) Job duties- explain:

- 10) Are the job opportunity's requirements normal for the occupation?

11) Specific skills or other requirements:

Name of Preparer

Date

Department Chair

Date