



Office of International Education
International Student, Scholar, and Immigration Services
1324 South Lumpkin St., Athens, GA 30602
issis@uga.edu
(706) 542-2900 fax: (706) 583-0123

Labor Certification Recruitment Documentation – Non-Teaching Positions

In order to file a labor certification in support of an international employee being sponsored for US permanent residency, the hiring department must submit to ISSIS evidence of all recruitment done for the position. This includes the following:

- 1) Evidence of all ads placed, showing venues and dates of postings. *If we needed to re-advertise and re-recruit for a position already filled by an international, we will receive the proof or re-advertising from Human Resources.*
- 2) A recruitment report including the following:
 - a. State that the report is in connection with a Labor Certification for a permanent position at UGA.
 - b. Mention the job title, salary and a brief description of the duties of the position
 - c. Give a detailed summary of the recruitment efforts, noting the advertisements placed (name of journal and dates), other institutions contacted.
 - d. Explain the total number of applicants for the job opportunity; the number of applicants interviewed, with brief notes regarding why other applicants were not interviewed. Applicants do not need to be identified by name in the report.
 - e. Give a detailed statement of why the foreign national hired was found to be more qualified than any of the U.S workers (in cases where a selection committee report exists, this can be referred to and attached to the report); this statement should include mention of the education and professional experience of the foreign national hired.
- 3) A copy of the official job offer letter.

ISSIS can send a template of a document fulfilling # 2 for your convenience, when we are ready to file the Labor Certification.

Note that all information pertaining to the search must be maintained by the department for five years following the selection of the international for the position.

Please contact rcatmur@uga.edu for further information.