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### **Labor Certification Recruitment Documentation – Teaching Positions**

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

- 1) Evidence of all ads placed, showing venues and dates of postings.
- 2) A recruitment report including the following:
  - a. State that the report is in connection with a Labor Certification for a faculty teaching position
  - 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 or organizations 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, but you must maintain all applicant records and cv's. You must also be able to document when and how you contacted each candidate for either interview purposes, and / or for rejection of application, and the relevant reason.
  - 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 written statement from the hiring authority attesting to the international employee's educational and professional qualifications and achievements, and confirming that he or she is the best person for the position.
- 4) A final statement from the search or selection committee confirming their selection of the international employee for the position in question.
- 5) A copy of the official job offer letter.

IS can send templates of documents fulfilling # 2, 3 and 4 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.