

## Permanent Employment Certification Checklist for Teaching Position

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**Copy of Advertisement**

If the position was advertised in a print journal, the journal must be a national professional journal. The department must submit a tear sheet of the entire page so that the date and name of the journal are included. It is best to submit the entire journal.

If the position was advertised in an electronic journal, the journal must be a National Professional Journal. The ad must have been posted for at least **30 calendar days**; and the department must document:

1. The name of the online or electronic national professional journal,
2. The start and end dates of the placement of the ad, and
3. The text of the ad.

Ads, (print or electronic) must include the job title, duties, and requirements for the position.

**Copy of advertisement from the LSU web page**

**Prevailing Wage Determination**

International Services Office (ISO) will apply for PWD from the Department of Labor

**Notice of Filing:** The notice must have been posted at least 10 consecutive business days and completed by at least 30 days before we can file for labor certification.

**Recruitment Procedure Statement**

ISO will provide a sample. The statement must include the following elements:(1) Detailed outline of the complete recruitment procedure (2) Total number of applicants (3) Specific lawful job-related reasons why the alien is more qualified than **each** U.S. citizen or permanent resident who was interviewed for the position.

**Statement about the Alien's Educational & Professional Qualifications & Academic Achievements**

This is a summary of the alien's education and work experience which should show how the alien met the advertised job requirements.

**Final Report of the Faculty, Student, and/or Administrative Body Making the Recommendation or Selection of the Alien**

Minutes from the meeting where the search committee recommended the alien to be hired may meet this requirement.

**Job Offer Letter**

**Curriculum Vitae** (updated CV as well as CV on file when alien applied for positions)

**Copy of Diploma & Transcript:** If degree is from abroad, include evidence that it is equivalent to a U.S. degree

**Alien's letter(s) of recommendation** if required in the ad

**Alien Information Questionnaire:** ISO will send this form to the alien to complete.