A Quick Guide and Checklist for Hiring International Faculty

This guide is designed to provide an overview of the immigration process for new international faculty and will be applicable in most cases. Immigration law is complex and changeable, and the Immigration Specialist in Human Resources should be contacted with any questions about the recruiting and hiring process. Those involved should read the entire document before beginning the search process.

**Recruitment and Advertising**
- Place advertisement in national print journal
- Quantify requirements in advertisements
- Keep tearsheet of one national print ad
- Keep photocopies or printouts of secondary advertisements – other national print ads, newspaper advertisements, website postings, department bulletin board postings, etc.

To complete the labor certification process (described later) for the US Department of Labor, **it is necessary to document that the original job posting appeared in print in a national journal** *(Chronicle of Higher Education or professional journal)*. Please keep a “tearsheet” (which is an actual page torn from the publication) from this publication because the Department of Labor does not accept photocopies as evidence of primary advertising. For secondary advertising, photocopies are acceptable. Keep copies of any other advertising that was done for the position, including a screenshot of internet job postings.

**Requireds:** **All requirements listed in the ad must be quantifiable.** If teaching or other prior work experience is a requirement, the number of months of experience required should be listed, and the new hire must be able to produce a letter from a previous employer that he or she has this experience. If, for example, the ad requires 2 years (24 months) of teaching experience, and the individual has only 12 months of such experience, a labor certification cannot be submitted [NOTE: When documenting prior
work experience, the Department of Labor only considers full-time experience; in most cases, then, experience gained as a graduate teaching or research student cannot be used to satisfy a work experience requirement.]

**Interviewing and Hiring**

— It is not legal to ask for the candidate’s visa status during the interview as this could be construed to be discriminatory. It is also **not** acceptable to ask “If hired, will you be able to provide evidence that you are authorized to work in the United States?”

  - **You MAY** make the statement as follows: “If hired, you must provide evidence that you are authorized to work in the United States (by ___ date). The University is willing, and has a commitment to, providing work authorization sponsorship. For more information, contact our Immigration Specialist in Human Resources.”

— The question of visa status should not be asked until the candidate has accepted the university’s offer of employment. After acceptance, do ask if the individual will need the university’s sponsorship (i.e., obtain an H-1B) for work authorization

— Contact the Immigration Specialist in Human Resources if the individual will need sponsorship

The key in interviewing is consistency. Any question asked of a candidate based on apparent status as a nonresident could be considered discriminatory. At the time of the job offer, **all** job candidates (regardless of apparent resident status) should be asked if sponsorship for work authorization is needed.

A candidate who is not a citizen or permanent resident of the U.S. will most likely need the university to seek work authorization from United States Citizenship and Immigration Services (USCIS) on his or her behalf. With tenure-track faculty hires, that work authorization is known as H-1B status.

**Obtaining an H-1B Work Authorization**

— Complete and return documents needed for H-1B work status to Human Resources *(see Attachment H1B-1, pg 6)*

The university petitions for H-1B work status on behalf of the individual. The H-1B is a temporary worker status, valid for up-to three years. The H-1B is renewable, and an individual can hold H-1B status for a maximum of six years; in a few cases, the H-1B can be extended beyond the six year limit.

The university, rather than the individual, is the petitioner for the H-1B. The H-1B is employer-specific; the beneficiary of the H-1B is not allowed to work for any other employer, unless that employer also holds an H-1B for the benefit of that individual.
The cost of the H-1B petition fees are borne by the hiring department. The USCIS fee for the H-1B petition, as of February, 2008, is $320. In addition to this fee, USCIS charges a $500 “Fraud Detection Fee” on new H-1B petitions. Finally, there is an optional $1000 Premium Processing Fee; paying this fee guarantees a response within fifteen calendar days (as opposed to 3-4 months normal processing time).

Most often the spouse and child(ren) of the H-1B holder will want to request H-4 status at the same time. H-4 status, which simply means dependent of an H-status holder, gives the individual the right to stay in the U.S. but not to work. If the H-1B holder and his/her family are currently in the U.S., the spouse and child(ren) will need to complete an I-539 Change of Status petition. The fee for this petition, as of February 2008, is $300 and is paid by the requester rather than the university. If done while the H-1B holder and family are abroad, the change of status for dependents to H-4 can be applied for at the local U.S. Embassy at the same time that the H-1B holder is applying for an entry visa; no separate petition is needed in this case.

**Obtaining Permanent Residence – PERM Labor Certification**

___ Complete and return documents needed (see Attachment PERM-1, pg 14) for Labor Certification 2-3 months after individual begins employment

Labor certification is the process of certifying to the U.S. Department of Labor that the employer has conducted a fair and thorough search and is not displacing a resident worker. The labor certification requires the employer to document that the advertising was done in a manner to attract a sufficient pool of applicants; that the wage paid meets or exceeds the DOL’s “prevailing wage” (and, thus, that the employer is not displacing a resident worker with a lower-paid nonresident worker); and that the individual hired does indeed meet the minimum requirements as stated in the job advertisements.

When the Labor Certification is accepted for processing, a “priority date” is established. This “priority date” becomes important when the faculty member applies for permanent residence as discussed in the section on Adjustment of Status below.

In exceptional cases, the university can avoid the PERM Labor Certification process by petitioning USCIS to classify the faculty member as an “Outstanding Professor or Researcher”. However, in order to meet this designation, the university must demonstrate that the individual has at least three years of experience and truly is recognized by peers as being outstanding in his/her discipline.

**Obtaining Permanent Residence – Immigrant Petition and Adjustment of Status**

___ Complete and return documents needed (see Attachment I140-1, pg 22) for Immigrant Petition

___ If visa number is available, individual completes and concurrently files materials needed for Adjustment of Status
Once the labor certification is approved, the university can file an Immigrant Petition to sponsor the individual for employment-based permanent residence. The Immigrant Petition certifies to USCIS that the labor certification has been done and that the individual meets all of the qualifications stated in the labor certification. The employer must certify at the same time that there is in fact a job, and that the employer has the resources to fund the individual’s salary.

The final step, the Adjustment of Status, is filed by the individual and by each dependent on his or her own behalf (up to this point, the university has been the petitioner rather than the individual). In order to file an Adjustment of Status, there must be a “visa number” available.

Visa numbers are allocated by the U.S. Department of State on the basis of category -- “Employment-based, Second Preference” for most faculty -- and country of birth. The visa number system is the State Department’s mechanism for controlling immigration. If the State Department has determined that national immigration policy allows for an additional immigrant from a certain category and nationality, a visa number will be available.

The State Department maintains a Visa Bulletin (see Attachment VB, pg 25) listing a priority date for each category and country of birth. If the Bulletin indicates that a visa number is immediately available, the faculty member can file an Adjustment of Status concurrent with the Immigrant Petition. At this time, visa numbers are immediately available for all nationalities except for those individuals born in China or India; an individual born in either of these countries must wait until the Visa Bulletin indicates that a visa number is available for their “priority date” (see section on Labor Certification above).

At the time that the Adjustment of Status is filed, each family member should apply for an Employment Authorization Document (EAD) and for Advance Parole. The Employment Authorization Document allows the faculty member to work off-campus, and also provides the first opportunity for the spouse and child(ren) to work. Advance Parole allows each holder to leave the U.S. and return without having to first visit the U.S. Embassy in the home country to seek an entry visa. While the EAD and Advance Parole petitions are both separate and optional petitions, there is no additional cost since the Adjustment of Status fee now includes the fee for both of these petitions.

A few months after filing the Adjustment of Status, the individual and any dependents will be asked to report to Indianapolis for fingerprinting. Some time after that – which can vary from a few months to a few years – the individual may be called in for an interview at which the permanent residence status may be granted. Increasingly, though, the individual simply receives the permanent residence card in the mail without having to undergo an interview.
**Typical Timeline**

H-1B petition submitted – prior to date appointment begins

Labor Certification process begun – 3 months after appointment begins

Labor Certification submitted – 5 to 6 months after appointment begins

Labor Certification approved – 6 to 7 months after appointment begins

Immigrant Petition submitted – 8 to 9 months after appointment begins

Adjustment of Status submitted – May be submitted concurrently with Immigrant Petition*

Immigrant Petition approved – 18 months after appointment begins

Adjustment of Status* approved – 18 to 36 months after appointment begins

* assuming visa number is available at time Immigrant Petition is filed
Obtaining H-1B Work Authorization

H-1B Petition

Documents needed from individual:
___ Copy of terminal degree diploma and transcript.
___ Copy of curriculum vita
___ Copy of passport pages showing photograph and identification information, expiration date, and any U.S. visa stamps
___ Completed H-1B Beneficiary Questionnaire (attachment H1B-2)

If spouse or other dependent is to be included:
___ Copy of spouse and/or other dependent’s I-94, passport pages as listed above, and EAD card (if applicable)
___ Check for $300, made payable to “Department of Homeland Security”

Document needed from department
___ Completed “Information Statement of Actual Wage Determination/Documentation of Employees in Same Job Classification” form (attachment H1B-3)
___ Department letter of support on department letterhead (sample Attachment H1B-4)
___ Copy of offer letter
___ Completed “Check Request for Immigration Paperwork” (attachment H1B-5)
___ Invoice voucher for $320 made payable to “USCIS California Service Center, PO Box 10129, Laguna Niguel, CA 92607-1012”
___ Invoice voucher for $500 ‘Fraud Detection Fee’ made payable to “USCIS California Service Center”
___ If premium processing is desired to insure 15 calendar day processing, include a third invoice voucher for $1000 made payable to “USCIS California Service Center”

Procedure
1. Department completes “Information for establishing actual wage” form
2. Human Resources (HR) completes and faxes “Request for Prevailing Wage” form to Indiana Department of Workforce Development (‘Prevailing Wage’ is the minimum salary that can be paid for an international employee in a particular occupation)
3. HR submits Labor Condition Application (LCA) on-line to Department of Labor

Attachment H1B-1
4. Department and HR post approved LCA in a conspicuous place for 10 working days.
5. HR prepares INS Form I-129 (Petition for a Nonimmigrant Worker) for department’s signature.

6. HR prepares INS Form I-539 for dependent’s signature, if applicable,
7. HR submits cover letter, I-129, I-539, LCA, checks, and all supporting documentation to USCIS.
8. USCIS notifies IPFW of approval or denial on I-797 (Notice of Action).

Attachment H1B-1
H-1B Questionnaire for the H-1B Beneficiary

The following document must be completed by the H-1B beneficiary and returned to the department with the other requested documents. To complete this form, please just navigate from box to box on this form either with the TAB key or with your mouse, and check/uncheck boxes by using your spacebar or your mouse.

**Personal Information**

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<table>
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<tr>
<td>1. Name of Beneficiary <em>(This should match what is in your passport)</em>:</td>
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<td>Last:</td>
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<td>2. Other Names Used, if applicable:</td>
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<td>3. Current Address:</td>
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<td>4. Current Email Address:</td>
<td>5. Phone Number</td>
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<td>6. US Social Security Number, if previously granted:</td>
<td>7. US alien registration number, if applicable: A</td>
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<td>8. Date of Birth (month, day, year):</td>
<td>9. Gender</td>
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<td>Male</td>
<td>Female</td>
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<td>12. Marital Status:</td>
<td>13. Passport Number:</td>
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<td>Single</td>
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<td>14. Dependent’s Name(s)</td>
<td>Immigration status</td>
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15. Will the spouse be included in this petition? [ ] Yes [ ] No [ ] N/A
16. Will the children be included in this petition? [ ] Yes [ ] No [ ] N/A

**For Those Currently In The United States**

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<td>17. Current Immigration Status:</td>
<td>18. Expiration date of Current Status:</td>
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<td>19. Date of last arrival</td>
<td>20. I-94 #:</td>
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<td>21. Do you plan to travel outside the United States at any time in the next 6 months?</td>
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<td>22. If yes, give a brief itinerary of travel dates and places:</td>
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*Attachment H1B-2*
**All Applicants**

23. Location of the US embassy/consulate where you plan to apply for the H-1B visa (City and Country). This information is needed even if you are presently in the US.

24. Planned Port-of-Entry (Canadian Citizens only):

25. When do you plan to travel to the United States, if currently **outside** the US? *(you may enter the U.S. up to 10 days prior to the start date on your H-1B approval)*

26. Address abroad to which you will return:

27. Highest diploma earned:  
28. Country in which it was earned:

29. Current profession/occupation and years of experience:

30. Have you ever applied for US permanent residency (green card)?

31. If yes, please explain:

32. Please provide dates of all previous periods of stay in the United States and the type of visa status held during each visit:

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<th>DATES</th>
<th>TYPE OF VISA</th>
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Please return this form along with the documents needed listed on the “Documents Needed Form” to your department liaison at the following address. We do not recommend sending the completed form as an attachment to email for security reasons.

Department: Ipfw  
Department Liaison: Kirk Tolliver  
Telephone Number:

*Attachment H1B-2*
Statement of Actual Wage Determination

The person in the employing department who is responsible for employment issues should complete this form. The prospective employee should not have access to the information required of this worksheet as payroll information is confidential.

This statement regarding the actual wage determination is being completed according to Department of Labor regulations (20 CFR §655.760) in order to document that Purdue University is paying the H-1B employee a salary equivalent to similarly situated employees. This statement specifies the criteria used by Purdue University to differentiate among employees included in the same occupation with similar experience and/or education.

A) H-1B Employee’s Name:

B) Hiring Department:

C) Position Title:

D) This individual has a degree and meets the minimum experience and educational requirements set forth for the position. Based on these objective factors, $/year will be paid and other standard benefits commensurate with the position will be provided.

E) We arrived at this salary based on the current salaries paid to other Purdue University employees in a same or similar position. Factors which determined the salary are:

- Degree(s) earned
- Previous work experience
- Area of specialization
- Other: Standard HRS Pay Range
- Other: Standard Department Pay Range (Post Docs Only)
- Other:

The attached chart documents the average salary of similarly employed individuals and how the actual wage has been determined for this position. Any box checked in part E above must contain a column of data on the attached chart.

I hereby certify that the salary listed above reflects the actual wage level paid to all other individuals in a same or similar position with similar experience and qualifications.

______________________________  ________________________
Signature of Department Head or Equivalent  Date

Print Name and Title

Attachment H1B-3
Documentation of Employees in the Same Job Classification

As required by the Department of Labor (DOL), the following information documents the salaries of other individuals currently employed within the department/school/college in a same or similar occupation. This data was obtained using a Brio query in Windows or by contacting the department’s Human Resource Services Compensation Analyst and requesting a query. Please note that the columns for “Area of Specialization” and “Other” are optional and only need to be completed if indicated as a wage determination factor in Part E of the Statement of Actual Wage Determination.

<table>
<thead>
<tr>
<th>Purdue ID</th>
<th>Job Title</th>
<th>Highest Degree</th>
<th>Years of Experience</th>
<th>Annual Salary</th>
<th>Area of Specialization</th>
<th>Other</th>
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Attachment H1B-3
August 1, 2007

USCIS California Service Center
PO Box 10129
Laguna Niguel, CA 92607-1012

Dear Sir or Madam:

This letter is written in support of the H-1B petition for June Portier, Ph.D.

The Department of Architectural Engineering at Indiana University Purdue University Fort Wayne has offered Dr. June Portier a faculty position as an assistant professor for a three year period effective July 1, 2006. Her responsibilities consist of teaching, conducting research, and overseeing graduate students. His salary will be $52,000 per year. Dr. Portier has accepted our offer and the terms of employment.

Dr. Justin Portier is uniquely qualified to fill the position of Assistant Professor in our department because of his educational background which includes a PhD degree and five years in the area of interior design. In addition she has published extensively in the area of neomodernism.

We feel quite fortunate to have been able to offer Dr. Portier a position in our department so that our ongoing research may continue without interruption. Your favorable consideration in granting this petition would be greatly appreciated.

Sincerely,

Phil R.Upp
Professor and Head
School of Petroleum Engineering

Attachment H1B-4
CHECK REQUEST FOR IMMIGRATION PAPERWORK

This form is to be used when requesting a check from Accounts Payable with a direct invoice voucher. More than one box may be checked if needed. Accounts Payable will issue separate checks for each box checked.

Please note that the increased fees as listed below will go into effect on July 30, 2007.

Please make all checks out to: “U.S. Citizenship and Immigration Service”

Fees associated with various CIS applications:

<table>
<thead>
<tr>
<th>Check</th>
<th>Form</th>
<th>Description</th>
<th>Fee</th>
<th>Provision Of Law</th>
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<tbody>
<tr>
<td>☑</td>
<td>I-129</td>
<td>H-1B Petition</td>
<td>$320</td>
<td>8 CFR 103</td>
</tr>
<tr>
<td>☑</td>
<td>I-129</td>
<td>Fraud Protection Fee</td>
<td>$500</td>
<td>108-441</td>
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<td></td>
<td>I-140</td>
<td>Immigrant Petition</td>
<td>$475</td>
<td>8 CFR 103</td>
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<td></td>
<td>I-539</td>
<td>Change of Status</td>
<td>$300</td>
<td>8 CFR 103</td>
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<td>I-824</td>
<td>Action on Appd Petition</td>
<td>$340</td>
<td>8 CFR 103</td>
</tr>
<tr>
<td>☑</td>
<td>I-907</td>
<td>Premium Processing</td>
<td>$1,000</td>
<td>66 FR 29682</td>
</tr>
</tbody>
</table>

Send Check to: ________________________________

______________________________
Kirk Tolliver

______________________________
Human Resources - FWC

(Please note that checks should NEVER be sent directly to the government.)

The application marked above is for the following individual:  June Portier  

__________________________________________
Department Liaison Signature  Business Office Signature

Department Head Signature – required only for the I-907

Attachment H1B-5
Permanent Labor Certification (PERM)

Documents needed from individual:

___ Photocopy of terminal degree diploma and transcript.
___ Updated copy of curriculum vita
___ Completed “Questionnaire for Permanent Residency via Labor Certification” (attachment PERM-2)

Document needed from department

___ Letter signed by department head attesting to qualifications of individual; one original, two copies (see sample, attachment PERM-3)
___ Signed statement from selection committee; one original, two copies (sample attachment PERM-4)
___ Original advertisement that appeared in professional journals; one original and two copies of each; must include the date and banner of the publication
___ Notice of Filing; one original and two copies (sample attachment PERM-5)
___ Recruitment report signed by the chair; one original, two copies (sample attachment PERM-6)
___ Offer letter; three copies

Procedure

1. HR will return Internal Job Posting to department for posting on departmental bulletin board. Internal Job Notice must be posted for at least 10 business days; department should note posting dates on bottom. HR will also post a copy of Internal Job Posting on HR bulletin board for 10 business days.

2. HR will submit a prevailing wage request to the Indiana Department of Workforce Development.

3. Upon return of the Prevailing Wage Request, and the receipt of the supporting documentation, HR will prepare and electronically file Department of Labor Form 9089

4. Department of Labor returns approved labor certification to IPFW.

___ Letter from department stating intention to employ individual in a tenure-track faculty position (example attached)
___ Invoice voucher for $475 (fee as of 02/08) made payable to “US Department of Homeland Security”

Attachment PERM-1
Questionnaire for Permanent Residency via Labor Certification

To complete this form, please just navigate from box to box on this form either with the TAB key or with your mouse, and check/uncheck boxes by using your spacebar or your mouse.

**Personal Information**

1. Name of Beneficiary (*This should match what is in your passport)*:
   - Last: 
   - First: 
   - Middle: 

2. Current Address:

4. Phone Number:

5. Country of Citizenship:

6. Country of Birth:

7. Date of Birth (month, day, year)

8. Visa status:

9. US alien registration number, if applicable:

10. I-94 departure record number:

11. Highest Degree earned

12. Major field of study:

13. Date degree earned (month, day, year)

14. Institution where relevant education specified in question 11 was received:

15. Complete address of conferring institution:

**Work Experience (List all jobs in the past 3 years and those which are relevant to current position beginning with current position.)*

**Job 1:**

1. Employer name:

2. Employer address (Street name and number):

3. Employer address continued (City, State/Province, Country and postal code):

4. Type of business:

5. Job Title:

6. Start Date (mo, day, yr):

7. End Date (mo, day, yr):

8. Hours worked per week:

9. Job details (*duties performed, use of tools, machines, equipment, skills, qualifications, certifications, licenses, etc. Include the phone number of the employer and name of supervisor.*)

*Attachment PERM-2*
**Job 2:**

<table>
<thead>
<tr>
<th>1. Employer name:</th>
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<tbody>
<tr>
<td>2. Employer address (Street name and number):</td>
</tr>
<tr>
<td>3. Employer address continued (City, State/Province, Country and postal code):</td>
</tr>
<tr>
<td>4. Type of business:</td>
</tr>
<tr>
<td>5. Job Title:</td>
</tr>
<tr>
<td>6. Start Date (mo, day, yr):</td>
</tr>
<tr>
<td>7. End Date (mo, day, yr):</td>
</tr>
<tr>
<td>8. Hours worked per week:</td>
</tr>
</tbody>
</table>

9. Job details *(duties performed, use of tools, machines, equipment, skills, qualifications, certifications, licenses, etc. Include the phone number of the employer and name of supervisor.)*

**Job 3:**

<table>
<thead>
<tr>
<th>1. Employer name:</th>
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<tbody>
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<td>2. Employer address (Street name and number):</td>
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<tr>
<td>3. Employer address continued (City, State/Province, Country and postal code):</td>
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<tr>
<td>4. Type of business:</td>
</tr>
<tr>
<td>5. Job Title:</td>
</tr>
<tr>
<td>6. Start Date (mo, day, yr):</td>
</tr>
<tr>
<td>7. End Date (mo, day, yr):</td>
</tr>
<tr>
<td>8. Hours worked per week:</td>
</tr>
</tbody>
</table>

9. Job details *(duties performed, use of tools, machines, equipment, skills, qualifications, certifications, licenses, etc. Include the phone number of the employer and name of supervisor.)*

**Job 4:**

<table>
<thead>
<tr>
<th>1. Employer name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Employer address (Street name and number):</td>
</tr>
<tr>
<td>3. Employer address continued (City, State/Province, Country and postal code):</td>
</tr>
<tr>
<td>4. Type of business:</td>
</tr>
<tr>
<td>5. Job Title:</td>
</tr>
<tr>
<td>6. Start Date (mo, day, yr):</td>
</tr>
<tr>
<td>7. End Date (mo, day, yr):</td>
</tr>
<tr>
<td>8. Hours worked per week:</td>
</tr>
</tbody>
</table>

9. Job details *(duties performed, use of tools, machines, equipment, skills, qualifications, certifications, licenses, etc. Include the phone number of the employer and name of supervisor.)*

*Attachment PERM-2*
### Job 5:

1. Employer name: 

2. Employer address (Street name and number): 

3. Employer address continued (City, State/Province, Country and postal code): 

4. Type of business:  

5. Job Title: 

6. Start Date (mo, day, yr):  

7. End Date (mo, day, yr):  

8. Hours worked per week: 

9. Job details (*duties performed, use of tools, machines, equipment, skills, qualifications, certifications, licenses, etc.* *Include the phone number of the employer and name of supervisor.*)

### Job 6:

1. Employer name: 

2. Employer address (Street name and number): 

3. Employer address continued (City, State/Province, Country and postal code): 

4. Type of business:  

5. Job Title: 

6. Start Date (mo, day, yr):  

7. End Date (mo, day, yr):  

8. Hours worked per week: 

9. Job details (*duties performed, use of tools, machines, equipment, skills, qualifications, certifications, licenses, etc.* *Include the phone number of the employer and name of supervisor.*)
July 31, 2006

To whom it may concern:

Dr. June Portier has been hired to fill the position of Assistant Professor of Architecture in the Department of Architectural Engineering at Purdue University Fort Wayne.

Dr. Portier obtained her B.S. degree at the University of Witswaterand, Johannesburg, South Africa, in the field of Interior Design; her M.A.E. degree at the Ohio State University in the field of Architectural Engineering; and her Ph.D. degree at the University of Illinois in the field of Architectural Engineering. Her Ph.D. dissertation (February, 2006) was “Diverging Theories of Landscape Urbanism.” Dr. Portier has served as a graduate research assistant in the Architectural Engineering Laboratory at the University of Illinois where she also taught undergraduate courses in architectural engineering and interior design.

Dr. Portier’s expertise lies in the areas of urban landscape design. Dr. Portier’s current work includes urbanism, infrastructure, and environmental design in an urban setting.

An important goal of the Department of Architectural Engineering is to develop a strong multi-disciplinary urban architecture program. Dr. Portier’s area of expertise, landscape urbanism, plays an important role in this program. None of the other applicants had the same level of expertise and accomplishments in this area as Dr. Portier. In addition, the communication skills of Dr. Portier were deemed to be superior to the ones observed in the other candidates.

We are fortunate to have the exceptional education and expertise which Dr. Portier brings to our department and are confident that she will be a great asset to our faculty.

Sincerely,

Lionel Ewing
Professor and Chair, Department of Architectural Engineering

Attachment PERM-3
July 31, 2006

To whom it may concern:

This serves as the final report of the selection of Dr. June Portier as an Assistant Professor of Architecture in the Department of Architectural Engineering.

We certify that we served as members of the Department of Architectural Engineering faculty search committee during the academic year 2005-06. Following a competitive selection process, Dr. Portier was found to be the most qualified applicant for our position of Assistant Professor among all applicants including U.S. citizens and U.S. permanent residents in the field of Architecture for the Department of Architectural Engineering.

__________________________
Lionel Ewing, Ph.D., Chair of the Selection Committee

__________________________
Barbara Gordon, Ph.D.

__________________________
Jae Yuan Lee, Ph.D.
The Department of Architectural Engineering intends to hire and file an Alien Employment Certification (Labor Certification) for a nonimmigrant alien.

The Department of Architectural Engineering at IPFW has a position as Assistant Professor of Architecture. The appointee for this position must hold a Ph.D. in architecture, architectural engineering, or a closely related field. Prefer experience in urban landscape design. Appointee is expected to teach, develop an active research program involving undergraduate and Masters level students, and to participate in department affairs.

Applications may be made to:

Dr. Lionel Ewing
Department of Architectural Engineering
ET 295

This notice is being provided as a result of filing an application for permanent alien labor certification for the position of Assistant Professor of Architecture. Any person may provide documentary evidence bearing on the above position to the local State Employment Service Office and/or the Regional Certifying Officer, U S Department of Labor, Employment and Training Administration, Division of Foreign Labor Certification, 12 Floor, 844 N. Rush St., Chicago, IL 60611.

DATE POSTED: ____________  DATE REMOVED: ____________

LOCATION: __________________________

INITIALS: ________

Purdue University is an equal opportunity/affirmative action employer.

Attachment PERM-5
RECRUITMENT REPORT FOR LABOR CERTIFICATION

Re: Application for Alien Employment Certification by Purdue University on behalf of Dr. June Portier for the Position of Assistant Professor of Architecture

The following is an account of the competitive recruitment and selection process which led to the hiring of Dr. June Portier as an Assistant Professor of Architecture in the Department of Architectural Engineering at Purdue University Fort Wayne.

The position was advertised in the Architectural Horizons in the December 2005 issue, as well as the Horizon’s web site. A note of filing was posted internally within the department and was posted on both the department’s website and the Indiana University - Purdue University Fort Wayne web site.

The Search Committee reviewed the vitas of thirty applicants and interviewed the ten leading candidates by telephone. Whereas all the candidates had similar technical backgrounds and skills it was their oral communications skills which weighted heavily in deciding the final three candidates invited for a campus interview. During the interview, the three candidates were asked to given a technical presentation which was attended by faculty and students. They also had individual meetings with several architectural engineering faculty. All of the architectural engineering faculty were given evaluation forms where they scored the candidates in several categories. These forms were given to the search committee which then ranked the candidates. The top candidate was presented to the head of the department for final approval. The reasons for rejection of the unsuccessful applicants are described below.

Chen, Yui-li Area of expertise has a large overlap with the one of a current tenure-track faculty
Sandel, Charles Research track record weaker than the top candidate
Portier, June Offered and accepted Assistant Professor position

Dr. June Portier was found to be the best qualified person for the position and was offered the position of Assistant Professor of Architecture.

Sincerely,

Lionel Ewing
Professor and Chair, Department of Architectural Engineering

Attachment PERM-6
**Immigrant Petition**

Documents needed from individual:

___ Updated curriculum vitae
___ Copy of terminal degree diploma and transcript (if there are any changes)
___ Copies of all passport, I-94, visa stamps, I-20’s, and any I-797’s (Notice of Action)

Documents needed from department

___ Letter from department stating intention to employ individual in a tenure-track faculty position (see sample, Attachment I40-2)
___ Invoice voucher for $475 (as of 02/08) made payable to “US Department of Homeland Security”, Nebraska Service Center, PO Box 87485, Lincoln, NE 68508

**Procedure**

1. HR prepares USCIS Form I-140 (Immigrant Petition for Alien Worker) for department’s signature.
2. HR prepares letter of financial support.
3. HR sends cover letter, petition, labor certification, and check to USCIS. If I-485, I-131, and I-765 petitions filed concurrently, these petitions and supporting documents will be forwarded in the same envelope as the I-140

**Adjustment of Status**

*Note: Up to this point, the university has been the petitioner. The Adjustment of Status petition, however, is filed by the individual on his/her own behalf, and the individual pays all associated fees. It is recommended that we file the I-485 Adjustment of Status and the I-140 Immigrant Petition together, although the I-485 can be filed at a later date.*

Documents needed from individual:

___ Completed I-485 petition (available at USCIS website, www.uscis.gov)
___ Completed G-325A, Biographic Information, available on USCIS website
___ If I-485 not filed concurrently, copy of I-797 receipt or approval notice
___ Completed I-693, Medical Examination of Aliens Seeking Adjustment (available on USCIS website)
___ Other supporting documentation – birth certificate, marriage certificate – as listed on the above forms.
___ Two passport style photographs
___ Copy of passport and I-94 card
___ Copy of current or most recent EAD card, if applicable
___ Letter of employment from supervisor

*Attachment I140-1*
___ Completed I-131 Application for Advance Parole (available at USCIS website)
___ If I-485 not filed concurrently, copy of I-797 receipt or approval notice
___ Two passport style photographs
___ Copy of passport and I-94 card
___ Copy of current or most recent EAD card, if applicable

___ Completed I-765 Application for Employment Authorization (available at USCIS website)
___ If I-485 not filed concurrently, copy of I-797 receipt or approval notice
___ Two passport style photographs
___ Copy of passport and I-94 card
___ Copy of current or most recent EAD card, if applicable

___ Personal check, money order, or cashier’s check for $1010 ($600 for those under 14) for each person. This combined fee now includes the petition fee; biometrics fee for those 14 and older, Employment Authorization Document fee, and Advance Parole fee; prior to July, 2007, these fees were paid separately.
Sample

Letter from Department Head

(use departmental letterhead)

August 1, 2007

Officer in Charge
USCIS Nebraska Service Center
Nebraska Service Center
P.O. Box 87140
Lincoln, NE 68501-7140

Re: Second Employment-Based Preference Petition of the Department of Petroleum Engineering, Indiana University—Purdue University Fort Wayne, on behalf of June Portier, Ph.D.

Dear Sir or Madam:

This letter is written in support of the above-captioned petition.

The Department of Architectural Engineering at Purdue University intends to employ Dr. June Portier on a full-time basis as an Assistant Professor at an annual salary of $52,000. Her employment is expected to continue after she has been granted permanent residence. This offer is contingent upon the successful adjustment of her immigration status to that of permanent resident.

Your assistance in this matter is greatly appreciated.

Sincerely,

Phil R. Upp
Professor and Chair
Department of Petroleum Engineering

Attachment 1140-2
5. On the chart below, the listing of a date for any class indicates that the class is oversubscribed (see paragraph 1); "C" means current, i.e., numbers are available for all qualified applicants; and "U" means unavailable, i.e., no numbers are available. (NOTE: Numbers are available only for applicants whose priority date is earlier than the cut-off date listed below.)

<table>
<thead>
<tr>
<th>Family</th>
<th>All Charge-ability Areas Except Those Listed</th>
<th>INDIA</th>
<th>MEXICO</th>
<th>PHILIPPINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>15FEB02 15FEB02 15FEB02 01JUL02 01MAR03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2A</td>
<td>15APR03 15APR03 15APR03 01MAY02 15APR03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2B</td>
<td>08FEB99 08FEB99 08FEB99 01APR92 01FEB97</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>15MAY03 15MAY03 15MAY03 15JUL02 01APR01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td>15JUL97 01DEC96 01NOV96 15NOV94 22FEB88</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: For March, 2A numbers EXEMPT from per-country limit are available to applicants from all countries with priority dates earlier than 01MAY02. 2A numbers SUBJECT to per-country limit are available to applicants chargeable to all countries EXCEPT MEXICO with priority dates beginning 01MAY02 and earlier than 15APR03. (All 2A numbers provided for MEXICO are exempt from the per-country limit; there are no 2A numbers for MEXICO subject to per-country limit.)

Visa Availability Date

http://travel.state.gov/visa/frvi/bulletin/bulletin_3953.html  
2/14/2008  
Attachment VB