



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

PERMANENT RESIDENCE  
PERMANENT LABOR CERTIFICATION (PERM)  
FACULTY AND STAFF  
DEPARTMENT CHECKLIST & QUESTIONNAIRE  
(FY 2017)

Please return the completed forms and all supporting documents by mail or email to:

TTUHSC Human Resources  
International Employment Services  
3601 4<sup>th</sup> Street, STOP 8100  
Lubbock, TX 79430  
Ph: (806) 743-2865  
Email: [IES@ttuhsc.edu](mailto:IES@ttuhsc.edu)

## DEPARTMENT REQUEST FOR PERMANENT RESIDENCE PETITION - PERM

### CHECKLIST:

- \_\_\_\_ Completed Questionnaire
- \_\_\_\_ Copy department offer letter with proof of acceptance or employment agreement
- \_\_\_\_ For teaching positions: copy of all job postings (print or online) and other recruitment efforts

At the second stage of the process, the department will need to request a check for USCIS filing fees. Please do not have this check processed until IES specifically requests that you do so. We are providing the check information for informational purposes only at this time.

**Purpose:** Immigration Filing Fees for [Employee Name]

**Amount:** See [IES Filing Fee Guidance](#)

**Payable to:** US Department of Homeland Security

**Address:** USCIS  
Attn: I-140  
P.O. Box 660128  
Dallas, TX 75266

See IES Filing Fee guidance at <http://www.ttuhsu.edu/hr/IES.aspx> for correct USCIS filing fee and Payment Services' process for requesting immigration checks.

Depending on the foreign employee's country of citizenship or nationality, there may be a delay before the Foreign Employee can apply for a permanent residence card ("green card"). In those situations, TTUHSC will continue to extend the current work visa status to ensure uninterrupted employment. Employees so affected should regularly review the Department of State's monthly Visa Bulletin to determine when they can file the I-485 application(s). The Visa Bulletin can be found at <http://travel.state.gov/content/visas/english/law-and-policy/bulletin.html>.

- ❖ The Department is not required to pay the legal or filing fees related to the Foreign Employee's personal portion (i.e. I-485 application) of the "green card" process. However, if the Department chooses to do so, they may. I-485 fees are not business expenses, and are considered income to the Employee. Therefore, there are tax consequences to the Employee if the Department pays the I-485 fees.

## DEPARTMENT REQUEST FOR PERMANENT RESIDENCE FILING (PERM ONLY)

NAME OF DEPARTMENT/SCHOOL: \_\_\_\_\_

NAME OF FOREIGN EMPLOYEE: \_\_\_\_\_

DEPARTMENT FOAP FOR FEDEX BILLING: \_\_\_\_\_

### DEPARTMENT CERTIFICATION

THE DEPARTMENT/SCHOOL ATTESTS TO THE FOLLOWING:

1. The salary being paid to the above named Employee is at least the **actual wage** being paid to all other individuals with similar experience and qualifications for the specific employment in question **OR** the **prevailing wage** level for the occupation in the area of employment, whichever is higher.
2. The fringe benefits offered to this Employee are equivalent to that offered to other US workers similarly employed.
3. Employing this person will not adversely affect the working conditions of US workers similarly employed.
4. There is no strike, lockout, or work stoppage due to labor dispute in this occupation.
5. If the posting is not done electronically, Department agrees to post notice of the Permanent Residence Filing in a conspicuous place in the place of business (employment office and common business posting area are advised). The posting will remain posted for at least 10 consecutive business days. After that time period has passed, the posting will be removed, completed as to the period posted and a copy sent to IES. If the posting is done electronically IES will take care of the posting requirements.
6. Department agrees that Employee is being offered a permanent position, in that an indefinite period of employment is contemplated and employment will be of greater duration than one year. The Department is not undertaking this filing solely to obtain permanent residence for a temporarily employed foreign faculty or staff member. Rather, the Department/School and the Foreign Employee intend that the employment relationship continue for an indefinite period of time.
7. Department fully understands that any willful violation connected with providing inaccurate information, may incur a severe penalty from the Department of Labor or Department of Homeland Security which will have a long-range impact on TTUHSC's business, future recruitment practices and hiring of foreign nationals.
8. A clear, mutual agreement has been reached between the Department and Foreign Employee as to the payment of USCIS filing fees.

Authorized Official: \_\_\_\_\_  
Printed Name Signature Date

### AUTHORIZATION OF THE DEAN – IF REQUIRED

Dean: \_\_\_\_\_  
Printed Name Signature Date

## DEPARTMENT QUESTIONNAIRE

Department Name:	
Department Contact: (Name, Phone & E-mail)	
Employee Name: (Last, First, Middle)	
Country of Citizenship:	
Country of Birth:	
Job Title:	
Academic Degree Required for Position: (degree level and area(s) of study)	
Minimum Years of Experience Required for Position:	
Brief, Non-Technical Description of Duties:	
If Position Description (PD) is attached, please check the box:	<input type="checkbox"/> PD ATTACHED
Provide ALL worksite names and addresses: <div style="text-align: right;"> Primary Worksite:  Additional Worksite #1:  Additional Worksite #2: </div>	
Annual Salary or Hourly Wage Rate:	
Additional Compensation, if any:	
Was Employee given a written Offer Letter:	Yes <span style="margin-left: 100px;">No</span>
Date of Job Offer Letter:	
Is this a teaching position?	Yes <span style="margin-left: 100px;">No</span>
Was a recruitment effort undertaken:	Yes <span style="margin-left: 100px;">No</span>

## EVIDENCE OF RECRUITMENT EFFORT

### **NON-TEACHING & NON-FACULTY POSITIONS**

STOP HERE. DO NOT COMPLETE THE REMAINING PAGES AT THIS TIME.

TTUHSC will be required to undertake a blind market test to show that no US workers can be found who are ready, willing and able to fill the position now being filled by the international employee. The Dept. of Labor has specific job posting requirements for this blind market test and you will work with IES to create a job posting and post the job opening in all advertising vehicles required by the Department of Labor. The remaining pages in the questionnaire will be completed based on the results of the blind market test (recruitment effort).

Please send only the pages above to IES at this time. Thank you!

### **FACULTY & TEACHING POSITIONS:**

PLEASE CONTINUE AND COMPLETE THE REMAINING PAGES OF THE QUESTIONNAIRE.

Please remember to provide a copy of the advertisements placed or proof that an advertisement was placed (e.g. invoice, email confirmation, etc).

## DEPARTMENT RECRUITMENT REPORT – FACULTY & TEACHING POSITIONS ONLY

IES will create a Recruitment Report but the Department's assistance is needed in completing the Recruitment Charts that follow.

1. For teaching positions (only), please use the attached Recruitment Chart to state why the Foreign Employee was more qualified than the US workers who applied. If you had a large number of applicants (more than 30) you can list only the names of the applicants who were actually interviewed (either on or off campus).
2. For teaching positions (only), please also include a copy of the Search Committee Report and resumes received for the position filled.
3. Complete the Hiring Department Recruitment Statement below:

We received \_\_\_\_ applications for the position of Assistant Professor of \_\_\_\_\_. Our search committee rejected applicants for a variety of reasons mainly relating to lack of relevant academic degree, incomplete applications, poor references, and/or non-complementary research interests. \_\_\_\_\_ [number] applicants warranted further interview; and information about the recruitment process as it pertained to those \_\_\_\_ applicants, is in the Recruitment Chart.

### EXAMPLES OF HOW TO COMPLETE CHARTS & STATEMENT

We received **97** applications for the position of **Assistant Professor of Biological Sciences**. Our search committee rejected applicants for a variety of reasons mainly relating to lack of relevant academic degree, incomplete applications, poor references, and/or non-complementary research interests. **Fifteen (15)** applicants warranted further interview; and information about the recruitment process as it pertained to those **15** applicants is in the Recruitment Chart.

### RECRUITMENT CHART FOR TEACHING POSITION: LECTURER, ECONOMICS

NAME OF APPLICANT	U.S. WORKER? YES/NO/UNKNOWN	REASONS WHY U.S. WORKER WAS NOT BEST QUALIFIED
Jane Doe, PhD	Not Asked	High salary demand; incompatible research interests
John Doe, PhD	Not Asked	Offered position but declined
J. Doe, PhD	Not Asked	Poor oral presentation; difficult to follow; led to concerns about ability to teach

## RECRUITMENT REPORT FOR FACULTY & TEACHING POSITION

FOREIGN EMPLOYEE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

NUMBER of RESUMES RECEIVED: \_\_\_\_\_

**ADVERTISEMENTS/JOB POSTINGS:**

List all places where position was advertised and the date(s) of each advertisement. Include third-party recruitment, in-person recruitment (job fairs, recruitment at professional events, online and paper advertisements, etc.).

ADVERTISING VEHICLE/PLACE	DATES OF ADVERTISEMENT/RECRUITMENT mm/dd/yyyy – mm/dd/yyyy

**HIRING DEPARTMENT RECRUITMENT CHART:**

[illegible]

