

LABOR CERTIFICATION APPLICATION UNDER SPECIAL HANDLING PROVISION

Please note that employees should not sign any contracts with university approved attorneys until this form is approved by the International Office. Please complete this form with all the required signatures, and return it to the International Office with a copy of the beneficiary's CV.

BENEFICIARY INFORMATION

Family Name First Name

DEPARTMENT INFORMATION

NU Department Contact Name
Email Phone

POSITION INFORMATION

Title
Highest Degree Earned Field of Study

Is a foreign educational equivalent acceptable? Yes No
Are the requirements normal for the occupation? Yes No

If no, the department must be prepared to provide documentation demonstrating that the job requirements are supported by business necessities

Is knowledge of a foreign language required to perform the job duties? Yes No

If yes, the department must be prepared to provide documentation demonstrating that the job requirements are supported by business necessities

RECRUITMENT INFORMATION

Date of Offer *Note: Labor Certification under Special Handling must be filed within **18 months** of the date of offer*

How long has the employee been at NU? (years and months)

Did you select the candidate using a competitive recruitment and selection process? Yes No

Was the position advertised in a professional **print** journal? Yes No

If no, then the standard labor certification regulations apply.

If yes, name of journal (please also provide copy of tear sheet)

Was the job advertised using additional recruitment sources? Yes No

If yes, please provide the following information:

Name of Source Dates of advertisement

Name of Source Dates of advertisement

Name of Source Dates of advertisement

RECRUITMENT INFORMATION CONTINUED

Has the department prepared a detailed Recruitment Summary Report?

Yes No

Please include a copy of the report with this request

Has the department received payment of any kind from the applicant for the submission of the submission of the Special Handling Labor Certification?

Yes No

Note: Pursuant to federal regulations, the beneficiary cannot perform tasks related to the recruitment process nor pay for any of the costs associated with the preparation, filing and obtaining a labor certification, including advertisement, recruitment and attorney costs.

FEE AUTHORIZATION

A IO fee of \$2000 will be charged once your application is received by our office.

PLEASE NOTE: Your account number will always be 76780, Please keep it open for a period of two weeks.

Hiring Department Project Cafe Chartstring:

Fund 3 digits Dept ID 7 digits Project ID 8 digits Activity 2 digits Program

Hiring Principal Investigator or Faculty Sponsor

Printed Name Signature Date

DEPARTMENT AUTHORIZATIONS

This is to confirm that the information provided is correct and that the department will support this petition for lawful permanent residence.

Department Chair

Printed Name Signature Date

Dean

Printed Name Signature Date

IO Approval

Printed Name Signature Date

Attorney of record

Printed Name Signature Date