

SPECIAL HANDLING LABOR CERTIFICATION CHECKLIST

Following the initial meeting with University at Buffalo Immigration Services, the hiring department must provide all of the following in order to request processing of a Special Handling Labor Certification Application on behalf of their faculty member:

1. Certification and Fee Agreement
2. Special Handling Request Form
3. Affirmative Action Search Report (UBJobs reports)
4. If using online advertising, please provide screen prints of the advertisement from the start date and the 31st date of posting, and an invoice documenting the start and end dates. If using print advertising, please provide a copy of the print advertisement (entire page) which appeared in a national professional journal
5. Evidence of all other advertising, such as copies of other print advertisements, screen prints of online advertisements, copies of on-campus advertisements
6. Copy of letter of offer
7. Copies of faculty member's and dependents' immigration documentation
 - Passport biographic page (in color)
 - Passport pages containing entry stamps
 - Visa stamps
 - Most recent I-94 Arrival/Departure Record (both sides)
 - I-20's, DS-2019's and I-797 Approval Notice(s) (if any); I-612 J-1 Waiver Approval (if any)
 - Birth and marriage certificates with translations if necessary
8. Faculty member's curriculum vitae
9. Faculty member's educational credentials (copy): copy of doctoral degree, university transcripts evidencing conferral of the doctoral degree, or a letter from the degree conferring institution attesting that the faculty member has completed all of his or her degree requirements

NOTE: The above-listed items constitute the Special Handling Request Packet. Special Handling Request Packets will be returned to the requesting department if they are not complete.

UBIS will assist the department in preparing the Competitive Recruitment Report, which is necessary before the Labor Certification Application can be filed with the U.S. Department of Labor.