

EB-2 PERM Labor Certification Application Checklist

In order to complete the first stage of the green card, the Labor Certification (PERM), the following items must be sent to OISS. With faculty members new to Yale **OISS will be working on both an H-1B Temporary Worker visa to get them started at Yale, and at the same time process the green card Labor Certification steps.** Because the EB-2 PERM Labor Certification Application process requires some documents from the department, and others directly from the new faculty member there are two lists below.

Once PERM Labor Certification Application is approved by the Department of Labor, Yale will file the I-140: Immigrant Petition for Alien Worker to the U.S. Citizenship and Immigration Services (USCIS). To see the list of application **fees related to the I-140 filing** please skip to the bottom of this page.

Checklist for Department Administrators

1.
New Faculty Hire
Please inform OISS of any new teaching faculty hire as soon as possible since there is a 18-month deadline from the original offer letter date. The best practice is to let OISS know as soon as it has been determined that there is an international finalist - even before any offer is extended - by contacting [Mihwa Lee](#) [1]. This way OISS can manage the process without risk of missing deadlines.
2.
[Recruitment Advertisements](#) [2]
Copy of advertisements (print or online) used in the specific recruitment cycle that recruited you to Yale. The journal name and publication date must be visible on all copies. Online advertisements have specific requirements.
3.
Offer Letter
Copy of the original, signed job offer letter on department letterhead. If any revisions are made, all letters should be forwarded to OISS.
4.
[Recruitment Report](#) [3]
Recruitment Statement prepared by the hiring department.
5.
Notice of Filing
Notice of Filing with posting dates (this is generated in OISS and sent out with posting instructions).
6.
Employment Letter
[Yale letter of permanent employment](#) [4]. This is a short statement specifically for the green card application.
7.
Shipping & Fees (After PERM Labor Certification Application is approved by DOL)
Pre-paid courier shipping label, and any filing fees the department will pay (see list below).

Courier shipping label if using **Regular Processing**

USCIS

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Published on Office of International Students & Scholars (<https://oiss.yale.edu>)

Attn: I-140 (Box 660128)
2501 S. State Highway 121
Business Suite 400
Lewisville, TX 75067
1 (800) 375-5283

Courier shipping label if using **Premium Processing** (see fee listed below)

USCIS Texas Service Center
Attn: I-140 Premium Processing
6046 N Belt Line Rd. Suite 140
Irving, TX 75038-0014
1 (800) 375-5283

Checklist for International Faculty Members

1.
Highest Degree
Copy of the highest degree certificate (e.g. PhD or M. D.) relevant to the sponsored position. The document must show the degree field. If a school outside the U.S. issued the degree, a credential evaluation must be conducted by [a certified credential evaluator](#) [5]. In some cases, USCIS may request to see transcripts from your school as well.
2.
Certificates
For Clinical Faculty: Copy of CT Medical License, USMLE Steps 1, 2 and 3, ECFMG Certificates (including English Language requirement), Fellowship Training Certificates, Residency Certificates. Other materials may be required depending on the wording in the original print advertisement.
3.
[PERM Labor Certification Special Handling Beneficiary Information Form](#) [6]
Please complete and submit this form.

Application Fees (for USCIS for the I-140 stage)

NOTE: Each fee must be written on a separate check. For Yale checks please refer to the [check request chart](#). [7]

- Base fee (I-140) to U.S. Department of Homeland Security of \$715
- Premium Processing Fee (this is optional) of \$2805

The checks should be made out to *U.S. Department of Homeland Security*, and should be addressed to the Premium or the regular processing USCIS address above. Please note that there are additional fees required in the final step of [Adjustment of Status](#) [8].

Source

URL: <https://oiss.yale.edu/immigration/us-permanent-residence/for-faculty/eb-2-perm-labor-certification-application-checklist>

Links

[1] [\[1\] mailto:mihwa.lee&](#)

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[#64:y:a:l:e:.:e:d:u?subject=New%20International%20Faculty%20Finalist%20for%20Hire](#) [2] <https://oiss.yale.edu/immigration/us-permanent-residence/for-faculty/labor-certification-checklist/recruitment-advertising-involving-international-applicants> [3] <https://oiss.yale.edu/immigration/us-permanent-residence/for-faculty/labor-certification-checklist/recruitment-report> [4] <https://yaleedu.sharepoint.com/:b:/s/OISS2/EZicGdqNC0plkXKky947gZgB3ZfQDSGyfa2TfjzbtTz6w?e=uT9r3o> [5] <https://oiss.yale.edu/immigration/credential-evaluations-and-translations> [6] <http://yale.box.com/s/4ptd554gij2rcggyn73a9dt9l2z6g3nt> [7] <https://yaleedu.sharepoint.com/:b:/s/OISS2/EdcaVQLKsahEuUXPhQnoKFQB3lytLtCydTqh5N2tLyQrPw?e=vAGOrL> [8] <https://oiss.yale.edu/immigration/us-permanent-residence/for-faculty/adjustment-of-status>