In order to complete the first stage of the green card, the Labor Certification, 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 process requires some documents from the department, and others directly from the new faculty member there are two lists below. To see the list of application fees related to the green card 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. 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. This way OISS can manage the process without risk of missing deadlines. Please contact Ann Kuhlman [1].

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.

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**
   Pre-paid courier shipping label, and any filing fees the department will pay (see list below).

Courier shipping label if using **Regular Processing**

Department of Homeland Security, USCIS
Attn: AOS
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 TSC  
Attn: I-140 Premium Processing  
6046 N Belt Line Rd. STE 140  
Irving, TX 75038-0014  
1 (800) 375-5283

Checklist for International Faculty Members

1. Highest Degree  
   Copy of highest degree (e.g. PhD or M. D.) If the degree was issued by a school outside the U.S. a Credential Evaluation must be requested and paid for by the faculty member. Contact OISS for a list of companies. In some cases USCIS wants to see actual transcripts from your school.

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. Employment History Form [5]  
   Please complete and submit this form.

Application Fees

NOTE: Each fee must be written on a separate check. For Yale checks please refer to the check request chart. [6]

- Base fee (I-140) to U.S. Department of Homeland Security of $700
- Premium Processing Fee (this is optional) of $2500

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.

Source URL: https://oiss.yale.edu/immigration/us-permanent-residence/for-faculty/labor-certification-checklist

Links
[1] [mailto:ann.kuhlman@yale.edu]