

**Special Handling PERM
(Teaching Positions)**
(Professor, Assistant Teaching Professor)

Program Electronic Review Management (PERM) Flowchart

Hiring Department completes:
Department PERM Intake Form and **Permanent Residency Process Authorization Form**

Administrative contact initiates and submits a PERM/Labor Certification Employer Questionnaire in Immigration Connect

HR/Academic Affairs reviews/approves questionnaire

Qualification:
Must file within 18 months of initial job offer (date offer letter issued)

Have been advertised in a national professional journal

Employee completes questionnaire

Fragomen assesses Questionnaire and reviews

The initial date of Job Offer within 18-Month Period

Fragomen needs at least 5 months to prepare

The initial date of Job Offer beyond 18-Month Period

Fragomen reviews the initial advertisement to determine if it qualifies

Fragomen drafts advertisement to BU for review

Hiring Department review and approve draft advertisement. Foreign National confirms when/where all skills were obtained and provides employment verification letters to Fragomen from prior employers (if needed)

Fragomen submits Prevailing Wage request to DOL

115-120 days to issue PW

Fragomen receives Prevailing Wage Determination from DOL

Department/FIU accept the Prevailing Wage Determination then move to recruitment stage

PWD is valid for a period of time (no less than 90 days up to a full year). BUs need to either start recruitment or file petition during the validity period

Run 1 Ad on the National professional journal
(Can be satisfied by placing a job advertisement either once in the journal's hard copy edition or for 30 calendar days in its electronic edition)

Notice of Filing required (Given to UFF Bargaining Representative) if position is governed by UFF

Department reviews resumes in response to advertisements and documents results of recruitment (Recruitment Statement)

For those re-advertise Special Handling PERM cases, they need to prepare reconfirmation of offer letter

Fragomen sends ETA 9089 and PERM file to department and employee for confirmation of accuracy

Department and employee review draft application

Fragomen files ETA 9089 with Department of Labor (DOL)

another 6 months if audited

4-6 months to certify

DOL issues certified ETA 9089 and Fragomen FedEx Central Immigration Office

Fragomen assists employee to process forms I-140 and I-485

Green Card

5-13 years for some visa retrogression countries