



## PERM Checklist for Teaching Position

Please submit scans of the following documents to: [longtermvisa@sa.ucsb.edu](mailto:longtermvisa@sa.ucsb.edu)

- [Employee Data Sheet](#) completed by the employee
- [Department Chair/Director Letter](#) to the Department of Labor detailing recruitment procedures for this position, and the resulting selection of the **best qualified applicant**.
- Copy of signed **offer letter**, offering the position to the selectee
- UCRecruit Search report**
- Any recruitment advertisements not included in the UC Search report** (including posting on Department website- actual copies or printouts, not just text).

Note: Each ad included in the PERM petition **must indicate**:

**(1)** Position title with brief description; **(2)** name of employer; and **(3)** means for obtaining further information about application for this position. **If** a wage or wage scale is included in the ad, the wage or lower end of the scale indicated **must meet or be more than** the PERM prevailing wage as determined by the Department of Labor. Ads must be placed in:

- **At least one national print** journal ad (if not available, a national-circulation web ad, posted for at least 30 days, with screen shots from day 1 and day 30)
    - **At least two web-based** ads - (printed from web as posted on first and last days)
    - **At least one other** professional journal, job fair, newsletter, listserv notice, ethnic newspaper or through trade or professional organization in the field (copy/printout)
  - The signed copy of the letter from the Department **to** the Vice Chancellor/Dean **recommending** selectee for the position.
  - Signed copies of the [NAAC form](#) (Completed and posted by department and – bottom section signed AFTER posting period)
    - Posted in two physical locations in your department for 10 working days (excluding holidays/weekends) **and**
    - Posted on your department website for at least 32 days.
- Link to NAAC form: [Notice of Application for Alien Employment Certification](#)
- Employee's required **Degree** transcript and diploma - with attached translation into English if needed and if not a U.S. degree then provide scan of the U.S. equivalency evaluation from the following: [www.trustfortecorp.com](http://www.trustfortecorp.com)