

**Labor Certification / PR Steps for International Faculty
at Minnesota State University, Mankato**

___ Search Materials

___ Requested ___ Received

___ Prevailing Wage (State Workforce Agency)

___ Prepared ___ Reviewed ___ Sent to SWA ___ Received from SWA

___ Notice to Bargaining Rep – 30 days prior to filing ETA 9089

___ Prepared ___ Reviewed ___ Signed ___ Sent

___ ETA 9089 (Labor Certification Form)

___ Prepared ___ Reviewed ___ Signed ___ Submitted to DOL

___ Recruitment Summary

___ Prepared ___ Reviewed ___ Signed

___ I-140 Petition for Immigrant Worker (fee paid by faculty member)

___ Prepared ___ Reviewed ___ Signed ___ Submitted to USCIS

___ Letter to confirm employment

___ I-485 Adjustment of Status (fee paid by faculty member)

___ Letter to confirm employment

___ Copy of EAD (*update I-9 if needed for continued work authorization*)

___ Copy of Receipt

___ I-551 PR Approved (*update I-9 if needed for continued work authorization*)

___ Alien Registration Card (*update I-9, add to archived international faculty list, move visa file to archive*)