

“Special Handling” Labor Certification Requirements for tenure track faculty:

- Required: 1 national professional journal ad (must be a PRINT advertisement)
- Additional recruitment steps are not required but must be properly documented if done

Standard Labor Certification Requirements for non-tenure track positions:

- 2 Sunday newspaper ads or 1 Sunday paper ad + 1 professional journal ad (must be PRINT advertisements)
- 3 additional recruitment steps are required (select from list below)

NOTE: Only one of these additional steps may consist solely of activity that took place within 30 days of the filing of the application. None of these steps may have taken place more than 180 days prior to filing the application.

1. Job fairs. Recruitment at job fairs for the occupation involved in the application, which can be documented by brochures advertising the fair and newspaper advertisements in which the employer is named as a participant in the job fair.
2. Employer's Web site. The use of the employer's Web site as a recruitment medium can be documented by providing dated copies of pages from the site that advertise the occupation involved in the application.
3. Job search Web site other than the employer's. The use of a job search Web site other than the employer's can be documented by providing dated copies of pages from one or more website(s) that advertise the occupation involved in the application. Copies of web pages generated in conjunction with the newspaper advertisements can serve as documentation of the use of a Web site other than the employer's.
4. On-campus recruiting. The employer's on-campus recruiting can be documented by providing copies of the notification issued or posted by the college's or university's placement office naming the employer and the date it conducted interviews for employment in the occupation.
5. Trade or professional organizations. The use of professional or trade organizations as a recruitment source can be documented by providing copies of pages of newsletters or trade journals containing advertisements for the occupation involved in the application for alien employment certification.
6. Private employment firms. The use of private employment firms or placement agencies can be documented by providing documentation sufficient to demonstrate that recruitment has been conducted by a private firm for the occupation for which certification is sought. For example, documentation might consist of copies of contracts between the employer and the private employment firm and copies of advertisements placed by the private employment firm for the occupation involved in the application.
7. Employee referral program with incentives. The use of an employee referral program with incentives can be documented by providing dated copies of employer notices or memoranda advertising the program and specifying the incentives offered.
8. Campus placement offices. The use of a campus placement office can be documented by providing a copy of the employer's notice of the job opportunity provided to the campus placement office.
9. Local and ethnic newspapers. The use of local and ethnic newspapers can be documented by providing a copy of the page in the newspaper that contains the employer's advertisement.
10. Radio and television advertisements. The use of radio and television advertisements can be documented by providing a copy of the employer's text of the employer's advertisement along with a written confirmation from the radio or television station stating when the advertisement was aired.

Forms of acceptable documentation may change over time so please feel free to contact the [UNH Office of International Students and Scholars](#) if you have any questions.