

## PR Application Process via Labor Certification

### STEP 1

Department contacts Berkeley International Office to express interest in sponsoring a faculty member through the Permanent Resident Application process.

### STEP 2

#### PR Preliminary Information Packet

Employing department submits via mail or hand delivery original *Preliminary Information Form* fully completed with all required signatures to the Berkeley International Office.

### STEP 3

Preliminary Information is evaluated by Berkeley International Office and a review meeting is scheduled with department administrator and beneficiary to discuss particulars of case including paperwork needed (documentation of recruitment, offer letter, etc.) departmental responsibilities (i.e. posting requirement) and timeline.

### STEP 4

Department fulfills posting requirement and forwards original posted notices to Berkeley International Office.

### STEP 5

The Berkeley International Office submits to California Employment Development Department (EDD) a request for PREVALING WAGE RATE (PWR).

### STEP 6

#### Labor Certification

Once 30-day posting requirement has been met and requested documents have been submitted to the Berkeley International Office, application for Labor Certification is filed electronically with the Department of Labor (DOL).

### STEP 7

#### I-140—Immigrant Petition for Alien Worker (*with I-485 Application to Adjust Status*)

The Berkeley International Office notifies department of the DOL's Labor Certification decision. If approved, I-140 preparation begins. Once all supporting documentation has been submitted to the International Office, I-140 is filed with the U.S. Citizenship and Immigration Services (USCIS). Premium Processing (currently suspended) can be requested for additional fee of \$1000. Concurrent filing is also available.

### STEP 8

USCIS action/approval takes 9-12 months, perhaps longer. Upon approval, Berkeley International Office is notified by USCIS; Berkeley International Office then notifies employing department.