UNIVERSITY OF ALABAMA AT BIRMINGHAM
International Scholar and Student Services

Statement of Responsibility

The University of Alabama at Birmingham will process alien labor certifications through the Department of Labor PERM program for foreign national employees at the request of a sponsoring UAB department.

The process of labor certification requires that the employer (UAB) advertise the position under normal recruitment standards and in a nationally circulated journal. Any qualified U.S. workers (U.S. citizens or U.S. permanent residents) that meet the minimum requirements must be considered and interviewed for the position. If a U.S. worker is identified for the position, he/she must be offered the position. The hiring of the U.S. worker could displace the foreign national for which UAB is processing the labor certification. This is a risk that both the sponsoring department and the foreign national employee must be willing to accept.

The sponsoring department must initiate a labor certification request through International Scholar and Student Service (ISSS). The sponsoring department will receive a copy of the Statement of Responsibility. This document must be signed by both the faculty sponsor and the department Chairman. Once signed, the sponsoring department will return the Statement of Responsibility to ISSS. Upon receipt, the ISSS will send the sponsoring department a PERM Packet to begin processing the application.

Responsibilities of the Sponsoring Department
1. Initiating the process with ISSS
2. Signing the Statement of Responsibility
3. Paying for the advertisements in the Chronicle of Higher Education or applicable journal
4. Posting the job notice at the job site for 10 consecutive working days
5. Interviewing applicants referred by Human Resources Management within 30 days on receipt of the application
6. Completing a recruitment summary sheet for each application received
7. If a U.S. worker that meets the minimum requirements for the position is identified during the recruitment process, the sponsoring department is required to offer the position to the U.S. applicant.

If a U.S. applicant is not identified during the recruitment process, the ISSS will file the labor certification with the Department of Labor PERM program.

Attestation: This confirms the reading and understanding of responsibilities and consequences of initiating a labor certification on behalf of our foreign national employee listed below. The signatures below acknowledge our request to initiate the labor certification process (PERM) on behalf of ________________________________

Name of foreign national employee

| Sponsoring Department: | | | |
|------------------------|--|--|
| Sponsoring Faculty Date | Chairman Date |

ISSS-ls:6/14/05