



The University of Pittsburgh
Office of International Services

Cover Sheet: PERM Labor Certification

Important Note: Please do not submit this request until you have consulted your OIS Immigration Specialist to determine that PERM is appropriate.

Department	
Contact Name	
Contact Email	
Contact Phone	Contact Fax
Intl Faculty/Staff Name	
Intl Faculty/Staff Email	

Please find attached the following documents:

From Department

- [Competitive Recruitment Report](#)
- [Original notice of filing](#) (signed by department contact and verifying posting for 10 consecutive business days)
- Letter of offer

From International Faculty/Staff Member

- Two copies of all diplomas and transcripts for the highest relevant degree (including English translation if in a language other than English)
- Two copies of the most recent curriculum vitae or resume
- Copy of passport identification page, entry visa, and I-94
- (if applicable) Two copies of an official foreign academic credential evaluation for the highest relevant degree.
- (if applicable) Two copies of documents attesting to relevant licensure

Notes:

YOUR LPR REQUEST WILL BE PROCESSED WITHIN 8 WEEKS OF RECEIPT OF ALL MATERIALS