Creating a “Notice PVL” for a Permanent Residency Application

Note: Notice PVLs are done only for positions with teaching components.

To create a Notice PVL for filing a Permanent Residency petition (Labor Certification), follow these steps:

1. Create a new PVL by copying the old PVL. To do this, follow these steps:
   a. Pull up the original PVL in the PVL system
   b. Click on ‘edit’ on the tool bar at the very top. In the drop down menu, click on “Copy PVL”.
   c. Follow the steps as instructed by the system, and update only these areas as noted:

2. If the PVL is listed with several positions, change the newly created Notice PVL to reflect the number of international hires made from the original PVL. (For example, if the original PVL had five (5) vacancies but only one (1) of the vacancies was filled with an international hire, change the Notice PVL to one vacancy.

3. Change the working title field to state: “[ actual TITLES and PREFIXES used ] Notice of Filing.”
   Example: “Assistant/Associate Professor Notice of Filing.”
   This language will be one of the first things applicants see. Use ALL actual titles and ALL prefixes listed in the original PVL.

4. In the “Quals” tab of the Notice PVL, under “Additional Information”, add this wording:
   A competitive recruitment and selection process was conducted for this employment opportunity and a U.S. worker was not selected. An application for Alien Employment Certification is being filed on behalf of an alien to fill the employment opportunity. Anyone with documentary evidence relative to the application, or available workers, wages and/or working conditions, may contact the Regional Certifying Office of the Department of Labor at the following address:
   U.S Department of Labor
   Employment and Training Administration
   Foreign Labor Certification National Processing Center
   Harris Tower
   233 Peachtree Street, Suite 410
   Atlanta GA 30303
   Phone: 404-893-0101, Fax: 404-893-4642

5. In the “Quals” tab under “Additional Application Procedures”, add this wording:
   The position has been filled. This posting is mandatory to meet a United States Department of Labor requirement. See the job posting for more details.

6. Record the original PVL number and the name of the person being hired in the comments section, for example: “[ NAME, EMPL ID # ] originally hired on PVL #XXXXX

7. After the Notice PVL is “division-approved”, it goes through the regular approval process with OHR. Compensation and Titling reviews and approves the PVL. Talent Recruitment and Engagement (TRE) creates a job posting in TREMS on behalf of the department and releases the Notice PVL to the employment web. TRE cancels the PVL 30 days later (or for however many days the standard posting requirement was). When the PVL is released, an email will be sent to IFSS.

8. The department must print out and post the Notice PVL on a bulletin board where other employment notices are posted for 30 days.