

# Template for Report on International Hires

After an offer of hire has been made and accepted by an international candidate, the chair of the search committee should use the template below to create a report for inclusion in a Public Access File retained in the Office of International Education and Development. This report provides Appalachian State University with the required documentation necessary to demonstrate that a competitive recruitment and selection process was employed in hiring the international candidate.

The documentation is essential to a successful petition to the United States Department of Labor for a Labor Certification for the newly hired international faculty member and a successful petition to the United States Department of Homeland Security, Bureau of Citizenship and Immigration Services for Permanent Residency (“Green Card”). The information also will assist the university in the event that it is subjected to an audit by the US Department of Homeland Security, Citizenship and Immigration Services Bureau.

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Please use departmental letterhead

**PUBLIC ACCESS RECORD for [insert the name of international candidate]**

Date: \_\_\_\_\_

1. Number of applicants for the position: \_\_\_\_\_

2. Detailed description of the specific reasons why the international candidate is more qualified than all other applicants.

*[insert detailed description]*

3. List of international candidate’s educational or professional qualifications and academic achievements.

*[insert qualifications and achievements]*

4. Attach the final report of the search committee chair.

Approved by:

Search Committee Chair: \_\_\_\_\_

Provost or appropriate hiring official: \_\_\_\_\_

**Please return the approved form and final report to the Office of International Education and Development.**