

## **BRAVLIN PC**

### **INSTRUCTIONS FOR H-1B INTERNAL NOTICE OF FILING LABOR CONDITION APPLICATION**

Department of Labor regulations require that all employees be notified of the filing of an H-1B petition and labor condition application. To ensure compliance with this legal requirement, please follow the instructions below.

1. Post the enclosed two copies of the H-1B Internal Notice of Filing Labor Condition Application at the company's location and each location where the H-1B employee will work. Postings must be posted in at two clear, visible, conspicuous locations at each place of employment where the H-1B employee will work. These notices must be posted in the immediate vicinity of the wage and hour notices required by 29 CFR 516.4 or occupation safety and health notices required by 29 CFR 1903.2(a). Postings are to remain posted for at least 10 business days.
2. At the end of the 10 business day posting period, remove the posted notices, fill in the dates posted where indicated, and sign where designated. The originally signed notices must be maintained in the Department of Labor Public Access File.
3. If the wage offered fails to meet the prevailing wage guidelines in accordance with the Department of Labor regulation, it may be necessary to repost the notices with the revised information.

The company may electronically post the Notices as an alternative to the above method. Electronic posting is allowed by any system or process ordinarily used to communicate employment opportunities, if all employees at the location where the H-1B employee will work have computer access. The following are acceptable under this alternative method:

1. Direct communication to interested or affected employees is acceptable, if direct access is available to them. A posting that is sent through email, or a note by email conveying the location of the position, are sufficient means in this connection. The company need only send this notice to the subject employee, one time, if it is sent directly.
2. Posting on the internet, intranet or any other gateway through which employees proceed in the course of their employment, is also acceptable, and must be clear, conspicuous and accessible for at least 10 business days.

NOTE: The following ARE NOT considered places of employment or work places:

1. Places where employee training, conferences, seminars, and/or development efforts or activity takes place, UNLESS the subject H-1B employee is an instructor or teacher, and/or otherwise regularly in his/her H-1B activities at specific work locations;
2. Places pursuant to travel by the H-1B employee (peripatetic worker), which are related to his/her job functions, if each trip does not exceed 5 consecutive business days for frequent travel, and 10 consecutive business days for infrequent travel.

Please do not hesitate to contact us if you have any questions.

# POSTING NOTICE #1

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## H-1B INTERNAL NOTICE OF FILING LABOR CONDITION APPLICATION

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**Marshall University  
One John Marshall Drive  
Huntington, WV 25755**

Department of Labor regulations require that all employees be notified of the filing of a labor condition application and H-1B petition. This notice is provided to fulfill the notice requirements related to the filing of a labor condition application. This is not a job posting for an open position.

This posting notice is provided to advise that the company has filed an ETA9035 labor condition application as part of the H-1B filing, seeking to secure employment of an H-1B worker. The total number of H-1B non-immigrant workers being sought is one. The labor condition application is available for public inspection at the company's principal place of business, **One John Marshall Drive, Huntington, WV 25755**

Complaints alleging misrepresentation of material facts used to support the labor condition application and/or failure to comply with the terms of the labor condition application may be filed with any office of the Wage and Hour Division of the U.S. Department of Labor.

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An H-1B nonimmigrant worker is sought for employment in this company in the following occupational classification:  
090

Position Title: Assistant Professor of Finance	Department of Finance, Economics and International Business
The wage offered for this employment is: \$117,000.00 per year	
Period of H-1B Employment: 8/17/2020 to 8/16/2023. Full Time Position	
Wage Source: 2019 OFLC ONLINE DATA CENTER	
Employment Location(s): One John Marshall Dr., Huntington, WV 25755	

Copy of this notice must be posted at two separate areas within the company's location and any additional jobsite where the H-1B worker will work, if applicable. Copies of this posting must be posted at the following locations:

One John Marshall Drive, Human Resources, Huntington, WV 25755	One John Marshall Dr., Department of Finance, Economics and International Business, Huntington, WV 25755
Date posted:    /    /    to    /    /	Date posted:    /    /    to    /    /

Marshall University

I, Lesli Burdette, hereby certify that I posted two posting notices in the locations listed above at our place of business and / or other respective work location for at least 10 business days. The notices were clearly visible and unobstructed while posted and were posted in conspicuous places where the employer's U.S. workers can readily read the posted notices on their way to or from their place of employment. The posting notices were posted in the immediate vicinity of the wage and hour notices required by 29 CFR 516.3 or occupational safety and health notices required by 29 CFR 1903.2(a).

Signature: \_\_\_\_\_

Date:    /    /

# POSTING NOTICE #2

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## H-1B INTERNAL NOTICE OF FILING LABOR CONDITION APPLICATION

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**Marshall University  
One John Marshall Drive  
Huntington, WV 25755**

Department of Labor regulations require that all employees be notified of the filing of a labor condition application and H-1B petition. This notice is provided to fulfill the notice requirements related to the filing of a labor condition application. This is not a job posting for an open position.

This posting notice is provided to advise that the company has filed an ETA9035 labor condition application as part of the H-1B filing, seeking to secure employment of an H-1B worker. The total number of H-1B non-immigrant workers being sought is one. The labor condition application is available for public inspection at the company's principal place of business, **One John Marshall Drive, Huntington, WV 25755**

Complaints alleging misrepresentation of material facts used to support the labor condition application and/or failure to comply with the terms of the labor condition application may be filed with any office of the Wage and Hour Division of the U.S. Department of Labor.

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An H-1B nonimmigrant worker is sought for employment in this company in the following occupational classification:  
090

Position Title: Assistant Professor of Finance	Department of Finance, Economics and International Business
The wage offered for this employment is: \$117,000.00 per year	
Period of H-1B Employment: 8/17/2020 to 8/16/2023. Full Time Position	
Wage Source: 2019 OFLC ONLINE DATA CENTER	
Employment Location(s): One John Marshall Dr., Huntington, WV 25755	

Copy of this notice must be posted at two separate areas within the company's location and any additional jobsite where the H-1B worker will work, if applicable. Copies of this posting must be posted at the following locations:

One John Marshall Drive, Human Resources, Huntington, WV 25755	One John Marshall Dr., Department of Finance, Economics and International Business, Huntington, WV 25755
Date posted:    /    /    to    /    /	Date posted:    /    /    to    /    /

Marshall University

I, Lesli Burdette, hereby certify that I posted two posting notices in the locations listed above at our place of business and / or other respective work location for at least 10 business days. The notices were clearly visible and unobstructed while posted and were posted in conspicuous places where the employer's U.S. workers can readily read the posted notices on their way to or from their place of employment. The posting notices were posted in the immediate vicinity of the wage and hour notices required by 29 CFR 516.3 or occupational safety and health notices required by 29 CFR 1903.2(a).

Signature: \_\_\_\_\_

Date:    /    /

# POSTING NOTICE #3

# ELECTRONIC POSTING

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## H-1B INTERNAL NOTICE OF FILING LABOR CONDITION APPLICATION

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**Marshall University**  
**One John Marshall Drive**  
**Huntington, WV 25755**

Department of Labor regulations require that all employees be notified of the filing of an ETA9035 labor condition application (LCA) and H-1B petition. This notice is provided to fulfill the notice of filing requirement related to the filing of an LCA, a copy of which is attached hereto. This is not a job posting for an open position. This notice of filing is being posted physically at the HR Office and is also made available electronically to all university employees.

The notice of filing is provided to advise that the university intends to file an LCA as a part of the H-1B filing seeking to secure employment of an H-1B worker. The total number of H-1B non-immigrant worker under this LCA being sought is one. The LCA and the public access file associated thereof is available for public inspection at the university's principal place of business, **One John Marshall Drive, HR Department, Huntington, WV 25755.**

Complaints alleging misrepresentation of material facts used to support the LCA and/or failure to comply with the terms of the LCA may be filed with any office of the Wage and Hour Division of the U.S. Department of Labor.

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An H-1B nonimmigrant worker is sought for employment in this company in the following occupational classification:  
090 Occupations in College and University Education

Position Title: Assistant Professor of Finance	Department of Finance, Economics and International Business
The wage offered for this employment is: \$117,000.00 per year.	
Period of H-1B Employment: 08/17/2020 to 08/16/2023. Full Time Position	
Wage Source: 2019 OFLC ONLINE DATA CENTER	
Employment Location(s): One John Marshall Drive, Huntington, WV 25755	

Date posted: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_



Labor Condition Application for Nonimmigrant Workers  
Form ETA-9035 & 9035E  
U.S. Department of Labor



Please read and review the filing instructions carefully before completing the Form ETA- 9035 or 9035E. A copy of the instructions can be found at <http://www.foreignlaborcert.doleta.gov/>. In accordance with Federal Regulations at 20 CFR 655.730(b), incomplete or obviously inaccurate Labor Condition Applications (LCAs) will not be certified by the Department of Labor (DOL). For all submissions, both electronic (Form ETA- 9035E) or paper (Form ETA- Form 9035 where the employer has notified DOL that it will submit this form non-electronically due to a disability or received permission from DOL to file non-electronically due to lack of Internet access), ALL required fields/items containing an asterisk (\*) must be completed as well as any fields/items where a response is conditional as indicated by the section (§) symbol.

**A. Employment-Based Nonimmigrant Visa Information**

1. Indicate the type of visa classification supported by this application (Write classification symbol): \*

**H-1B**

**B. Temporary Need Information**

1. Job Title \* **Assistant Professor of Finance**

2. SOC (ONET/OES) code \*  
**251011**

3. SOC (ONET/OES) occupation title \*  
**Business Teachers, Postsecondary**

4. Is this a full-time position? \*

Yes  No

**Period of Intended Employment**

5. Begin Date \*  
(mm/dd/yyyy) **08/17/2020**

6. End Date \*  
(mm/dd/yyyy) **08/16/2023**

7. Worker positions needed/basis for the visa classification supported by this application

**1 Total Worker Positions Being Requested for Certification \***

Basis for the visa classification supported by this application  
(indicate total workers in each applicable category)

a. New employment \*

d. New concurrent employment \*

b. Continuation of previously approved employment without change with the same employer\*

e. Change in employer \*

c. Change in previously approved employment \*

f. Amended petition \*

**C. Employer Information**

1. Legal business name \*  
**MARSHALL UNIVERSITY**

2. Trade name/Doing Business As (DBA), if applicable

3. Address 1 \*  
**One John Marshall Drive**

4. Address 2  
**Welcome Center 208**

5. City \*  
**Huntington**

6. State \*  
**WV**

7. Postal code \*  
**25755**

8. Country \*  
**USA**

9. Province

10. Telephone number \*  
**(304) 696-7250**

11. Extension

12. Federal Employer Identification Number (FEIN from IRS) \*  
**556000789**

13. NAICS code (must be at least 4-digits) \*  
**611310**

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 Form ETA-9035 & 9035E  
 U.S. Department of Labor



**D. Employer Point of Contact Information**

**Important Note:** The information contained in this Section must be that of an employee of the employer who is authorized to act on behalf of the employer in labor certification matters. The information in this Section must be different from the agent or attorney information listed in Section E, unless the attorney is an employee of the employer.

1. Contact's last (family) name * <b>Burdette</b>	2. First (given) name * <b>Lesli</b>	3. Middle name(s) <b>D.</b>
4. Contact's job title * <b>Assoc Direc Adm ISS DSO ARO</b>		
5. Address 1 * <b>One John Marshall Drive</b>		
6. Address 2 <b>Welcome Center 208</b>		
7. City * <b>Huntington</b>	8. State * <b>WV</b>	9. Postal code * <b>25755</b>
10. Country * <b>USA</b>	11. Province	
12. Telephone number * <b>(304) 696-7250</b>	13. Extension	14. E-Mail address <b>burdette54@marshall.edu</b>

**E. Attorney or Agent Information (If applicable)**

**Important Note:** The employer authorizes the attorney or agent identified in this section to act on its behalf in connection with the filing of this application.

1. Is the employer represented by an attorney or agent in the filing of this application? * If "Yes," complete the remainder of Section E below.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Attorney or Agent's last (family) name § <b>Lin</b>	3. First (given) name § <b>Michael</b>	4. Middle name(s) <b>Wayne</b>
5. Address 1 § <b>4001 N 9th Street</b>		
6. Address 2 <b>Suite 222</b>		
7. City § <b>Arlington</b>	8. State § <b>VA</b>	9. Postal code § <b>22203</b>
10. Country § <b>USA</b>	11. Province	
12. Telephone number § <b>(703) 243-1474</b>	13. Extension	14. E-Mail address <b>ml@bravlin.com</b>
15. Law firm/Business name § <b>BRAVLIN PC</b>		16. Law firm/Business FEIN § <b>541875750</b>
17. State Bar number (only if attorney) § <b>485135(DC)</b>	18. State of highest court where attorney is in good standing (only if attorney) § <b>DC</b>	
19. Name of the highest State court where attorney is in good standing (only if attorney) § <b>Court of Appeals</b>		

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 Form ETA-9035 & 9035E  
 U.S. Department of Labor



**F. Employment and Wage Information**

**Important Note:** The employer must define the intended place(s) of employment with as much geographic specificity as possible. Each intended place(s) of employment listed below must be the worksite or physical location where the work will actually be performed and cannot be a P.O. Box. The employer must identify all intended places of employment, including those of short duration, on the LCA. 20 CFR 655.730(c)(5). If the employer is submitting this form non-electronically and the work is expected to be performed in more than one location, an attachment must be submitted in order to complete this section. An employer has the option to use either a single Form ETA-9035/9035E or multiple forms to disclose all intended places of employment. If the employer has more than ten (10) intended places of employment at the time of filing this application, the employer must file as many additional LCAs as are necessary to list all intended places of employment. See the form instructions for further information about identifying all intended places of employment.

**a. Place of Employment Information 1**

1. Enter the estimated number of workers that will perform work at this place of employment under the LCA.*		<b>1</b>
2. Indicate whether the worker(s) subject to this LCA will be placed with a secondary entity at this place of employment. *		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. If "Yes" to question 2, provide the legal business name of the secondary entity. §		
4. Address 1 * <b>ONE JOHN MARSHALL DRIVE</b>		
5. Address 2		
6. City * <b>HUNTINGTON</b>		7. County * <b>CABELL</b>
8. State/District/Territory * <b>WV</b>		9. Postal code * <b>25755</b>
10. Wage Rate Paid to Nonimmigrant Workers * From* \$ <b>117,000.00</b> To: \$ _____ . _____		10a. Per: (Choose only one)* <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Month <input checked="" type="checkbox"/> Year
11. Prevailing Wage Rate * \$ <b>71,513.00</b>		11a. Per: (Choose only one)* <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Month <input checked="" type="checkbox"/> Year
<b>Questions 12-14. Identify the source used for the prevailing wage (PW) (check and fully complete only one): *</b>		
<input type="checkbox"/>	<b>12. A Prevailing Wage Determination (PWD) issued by the Department of Labor</b>	a. PWD tracking number §
<input checked="" type="checkbox"/>	<b>13. A PW obtained independently from the Occupational Employment Statistics (OES) Program</b>	b. Source Year § <b>2019</b>
	a. Wage Level (check one): § <input type="checkbox"/> I <input checked="" type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> N/A	
<input type="checkbox"/>	<b>14. A PW obtained using another legitimate source (other than OES) or an independent authoritative source</b>	b. Source Year §
	a. Source Type (check one): § <input type="checkbox"/> CBA <input type="checkbox"/> DBA <input type="checkbox"/> SCA <input type="checkbox"/> Other/ PW Survey	
	c. If responded "Other/ PW Survey" in question 14.a, enter the name of the survey producer or publisher §	
	d. If responded "Other/ PW Survey" in question 14.a, enter the title or name of the PW survey §	

Labor Condition Application for Nonimmigrant Workers  
 Form ETA-9035 & 9035E  
 U.S. Department of Labor



**G. Employer Labor Condition Statements**

**! Important Note:** In order for your application to be processed, you MUST read Section G of the Form ETA-9035CP - General Instructions for the 9035 & 9035E under the heading "Employer Labor Condition Statements" and agree to all four (4) labor condition statements summarized below:

- (1) **Wages:** The employer shall pay nonimmigrant workers at least the prevailing wage or the employer's actual wage, whichever is higher, and pay for non-productive time. The employer shall offer nonimmigrant workers benefits and eligibility for benefits provided as compensation for services on the same basis as the employer offers to U.S. workers. The employer shall not make deductions to recoup a business expense(s) of the employer including attorney fees and other costs connected to the performance of H-1B, H-1B1, or E-3 program functions which are required to be performed by the employer. This includes expenses related to the preparation and filing of this LCA and related visa petition information. 20 CFR 655.731;
- (2) **Working Conditions:** The employer shall provide working conditions for nonimmigrants which will not adversely affect the working conditions of workers similarly employed. The employer's obligation regarding working conditions shall extend for the duration of the validity period of the certified LCA or the period during which the worker(s) working pursuant to this LCA is employed by the employer, whichever is longer. 20 CFR 655.732;
- (3) **Strike, Lockout, or Work Stoppage:** At the time of filing this LCA, the employer is not involved in a strike, lockout, or work stoppage in the course of a labor dispute in the occupational classification in the area(s) of intended employment. The employer will notify the Department of Labor within 3 days of the occurrence of a strike or lockout in the occupation, and in that event the LCA will not be used to support a petition filing with the U.S. Citizenship and Immigration Services (USCIS) until the DOL Employment and Training Administration (ETA) determines that the strike or lockout has ended. 20 CFR 655.733; and
- (4) **Notice:** Notice of the LCA filing was provided no more than 30 days before the filing of this LCA or will be provided on the day this LCA is filed to the bargaining representative in the occupation and area of intended employment, or if there is no bargaining representative, to workers in the occupation at the place(s) of employment either by electronic or physical posting. This notice was or will be posted for a total period of 10 days, except that if employees are provided individual direct notice by e-mail, notification need only be given once. A copy of the notice documentation will be maintained in the employer's public access file. A copy of this LCA will be provided to each nonimmigrant worker employed pursuant to the LCA. The employer shall, no later than the date the worker(s) report to work at the place(s) of employment, provide a signed copy of the certified LCA to the worker(s) working pursuant to this LCA. 20 CFR 655.734.

1. I have read and agree to Labor Condition Statements 1, 2, 3, and 4 above and as fully explained in Section G of the Form ETA-9035CP – General Instructions for the 9035 & 9035E and the Department's regulations at 20 CFR 655 Subpart H. *	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**H. Additional Employer Labor Condition Statements –H-1B Employers ONLY**

**! Important Note:** In order for your H-1B application to be processed, you MUST read Section H – Subsection 1 of the Form ETA 9035CP – General Instructions for the 9035 & 9035E under the heading "Additional Employer Labor Condition Statements" and answer the questions below.

**a. Subsection 1**

1. At the time of filing this LCA, is the employer H-1B dependent? §	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. At the time of filing this LCA, is the employer a willful violator? §	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. If "Yes" is marked in questions H.1 and/or H.2, you must answer "Yes" or "No" regarding whether the employer will use this application <u>ONLY</u> to support H-1B petitions or extensions of status for exempt H-1B nonimmigrant workers? §	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. If "Yes" is marked in question H.3, identify the statutory basis for the exemption of the H-1B nonimmigrant workers associated with this LCA. §	<input type="checkbox"/> \$60,000 or higher annual wage <input type="checkbox"/> Master's Degree or higher in related specialty <input type="checkbox"/> Both
<b>H-1B Dependent or Willful Violator Employers -Master's Degree or Higher Exemptions ONLY</b>	
5. Indicate whether a completed Appendix A is attached to this LCA covering any H-1B nonimmigrant worker for whom the statutory exemption will be based <u>ONLY</u> on attainment of a Master's Degree or higher in related specialty. §	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A



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If you marked "Yes" to questions H.a.1 (H-1B dependent) and/or H.a.2 (H-1B willful violator) and "No" to question H.a.3 (exempt H-1B nonimmigrant workers), you **MUST** read Section H – Subsection 2 of the Form ETA 9035CP – General Instructions for the 9035 & 9035E under the heading "Additional Employer Labor Condition Statements" and indicate your agreement to all three (3) additional statements summarized below.

**b. Subsection 2**

- A. **Displacement:** An H-1B dependent or willful violator employer is prohibited from displacing a U.S. worker in its own workforce within the period beginning 90 days before and ending 90 days after the date of filing of the visa petition. 20 CFR 655.738(c);
- B. **Secondary Displacement:** An H-1B dependent or willful violator employer is prohibited from placing an H-1B nonimmigrant worker(s) with another/secondary employer where there are indicia of an employment relationship between the nonimmigrant worker(s) and that other/secondary employer (thus possibly affecting the jobs of U.S. workers employed by that other employer), unless and until the employer subject to this LCA makes the inquiries and/or receives the information set forth in 20 CFR 655.738(d)(5) concerning that other/secondary employer's displacement of similarly employed U.S. workers in its workforce within the period beginning 90 days before and ending 90 days after the date of such placement. 20 CFR 655.738(d). Even if the required inquiry of the secondary employer is made, the H-1B dependent or willful violator employer will be subject to a finding of a violation of the secondary displacement prohibition if the secondary employer, in fact, displaces any U.S. worker(s) during the applicable time period; and
- C. **Recruitment and Hiring:** Prior to filing this LCA or any petition or request for extension of status for nonimmigrant worker(s) supported by this LCA, the H-1B dependent or willful violator employer must take good faith steps to recruit U.S. workers for the job(s) using procedures that meet industry-wide standards and offer compensation that is at least as great as the required wage to be paid to the nonimmigrant worker(s) pursuant to 20 CFR 655.731(a). The employer must offer the job(s) to any U.S. worker who applies and is equally or better qualified for the job than the nonimmigrant worker. 20 CFR 655.739.

<b>6. I have read and agree</b> to Additional Employer Labor Condition Statements A, B, and C above and as fully explained in Section H – Subsections 1 and 2 of the Form ETA 9035CP – General Instructions for the 9035 & 9035E and the Department's regulations at 20 CFR 655 Subpart H. §	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**I. Public Disclosure Information**

**! Important Note:** You must select one or both of the options listed in this Section.

1. Public disclosure information in the United States will be kept at: *	<input checked="" type="checkbox"/> Employer's principal place of business <input type="checkbox"/> Place of employment
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**J. Notice of Obligations**

- A. Upon receipt of the certified LCA, the employer must take the following actions:
  - o Print and sign a hard copy of the LCA if filing electronically (20 CFR 655.730(c)(3));
  - o Maintain the original signed and certified LCA in the employer's files (20 CFR 655.705(c)(2); 20 CFR 655.730(c)(3); and 20 CFR 655.760); and
  - o Make a copy of the LCA, as well as necessary supporting documentation required by the Department of Labor regulations, available for public examination in a public access file at the employer's principal place of business in the U.S. or at the place of employment within one working day after the date on which the LCA is filed with the Department of Labor (20 CFR 655.705(c)(2) and 20 CFR 655.760).
- B. The employer must develop sufficient documentation to meet its burden of proof with respect to the validity of the statements made in its LCA and the accuracy of information provided, in the event that such statement or information is challenged (20 CFR 655.705(c)(5) and 20 CFR 655.700(d)(4)(iv)).
- C. The employer must make this LCA, supporting documentation, and other records available to officials of the Department of Labor upon request during any investigation under the Immigration and Nationality Act (20 CFR 655.760 and 20 CFR Subpart I).

***I declare under penalty of perjury that I have read and reviewed this application and that to the best of my knowledge, the information contained therein is true and accurate. I understand that to knowingly furnish materially false information in the preparation of this form and any supplement thereto or to aid, abet, or counsel another to do so is a federal offense punishable by fines, imprisonment, or both (18 U.S.C. 2, 1001, 1546, 1621).***

1. Last (family) name of hiring or designated official * <b>Burdette</b>	2. First (given) name of hiring or designated official * <b>Lesli</b>	3. Middle initial § <b>D</b>
4. Hiring or designated official title * <b>Assoc Direc Adm ISS DSO ARO</b>		
5. Signature *	6. Date signed *	

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**K. LCA Preparer**

**Important Note:** Complete this section if the preparer of this LCA is a person other than the one identified in either Section D (employer point of contact) or E (attorney or agent) of this application.

1. Last (family) name §	2. First (given) name §	3. Middle initial
4. Firm/Business name §		
5. E-Mail address §		

**L. U.S. Government Agency Use (ONLY)**

By virtue of the signature below, the Department of Labor hereby acknowledges the following:

This certification is valid from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Department of Labor, Office of Foreign Labor Certification

\_\_\_\_\_  
Certification Date (date signed)

\_\_\_\_\_  
Case number

\_\_\_\_\_  
Case Status

*The Department of Labor is not the guarantor of the accuracy, truthfulness, or adequacy of a certified LCA.*

**M. Signature Notification and Complaints**

The signatures and dates signed on this form will not be filled out when electronically submitting to the Department of Labor for processing, but **MUST** be complete when submitting non-electronically. If the application is submitted electronically, any resulting certification **MUST** be signed *immediately upon receipt* from DOL before it can be submitted to USCIS for final processing.

Complaints alleging misrepresentation of material facts in the LCA and/or failure to comply with the terms of the LCA may be filed using the WH-4 Form with any office of the Wage and Hour Division, U.S. Department of Labor. A listing of the Wage and Hour Division offices can be obtained at [www.dol.gov/whd](http://www.dol.gov/whd). Complaints alleging failure to offer employment to an equally or better qualified U.S. worker, or an employer's misrepresentation regarding such offer(s) of employment, may be filed with the U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, 950 Pennsylvania Avenue, NW, # IER, NYA 9000, Washington, DC, 20530, and additional information can be obtained at [www.justice.gov](http://www.justice.gov). Please note that complaints should be filed with the Civil Rights Division, Immigrant and Employee Rights Section at the Department of Justice only if the violation is by an employer who is H-1B dependent or a willful violator as defined in 20 CFR 655.710(b) and 655.734(a)(1)(ii).

**N. OMB Paperwork Reduction Act (1205-0310)**

These reporting instructions have been approved under the Paperwork Reduction Act of 1995. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Your response is required to receive the benefit of consideration of your application. (Immigration and Nationality Act, Section 212(n) and (t) and 214(c)). Public reporting burden for this collection of information, which is to assist with program management and to meet Congressional and statutory requirements, is estimated to average 75 minutes per response, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Employment and Training Administration, Office of Foreign Labor Certification, 200 Constitution Ave., NW, Box PPII 12-200, Washington, DC, 20210. (Paperwork Reduction Project OMB 1205-0310.) **Do NOT send the completed application to this address.**