

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

**MICHIGAN STATE**  
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS  
Phone: 517.353.1720 | Fax: 517.355.4657  
E-mail: oiss@msu.edu | Web: www.oiss.msu.edu

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. Provide all requested information below.
2. Make two copies of this page, post these notices where the H-1B employee will work. Postings must be in two conspicuous areas within those locations (bulletin boards, break or copy rooms, etc.). These notices are to remain posted for two weeks (10 business days).
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 this memo with the revised information.
4. Send a copy of this posting to OISS along with the other requested information from the H-1B checklist, so OISS can begin the H-1B paperwork.
5. At the end of the posting period, remove and return the two posted notices to OISS. These notices will be maintained in the Department of Labor Public Access file.

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

Position Title:	Department:
The wage offered for this employment is: \$_____ per year/hour/week/month.	
Period of H-1B Employment: ___/___/___ to ___/___/___	
Employment Location	
City:	State:
City:	State:

Two copies of this notice must be posted at each different work site where the individual will work. Copies of this posting have been posted at the following locations:

1.	2.
Date posted: ___/___/___	Date to be removed: ___/___/___

The total number of H-1B non-immigrant workers being sought is one. The labor condition application is available for public inspection at the principal place of business of the employer, Michigan State University, Office of International Students and Scholars, 103 International Center, East Lansing, Michigan 48824.

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.

Department Chair Signature: \_\_\_\_\_

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