



the
CHANGING

FACE

of PENNSYLVANIA'S WORKFORCE

A guide to hiring and working with new Americans

It's supply and demand really. As Pennsylvania's workforce grows older and into retirement, its businesses are facing a severe shortage of young, qualified and educated workers to replace them. So to keep pace with competition at home and abroad, many companies have found that new Americans have the skills and qualifications to meet their human resources needs.

Employers often have questions about hiring new Americans:

How do I recruit new Americans?

Who can legally work?

How do I ensure that my employees stay work-authorized?

Do I need to sponsor these individuals? If so, how much does that cost?

How can I convince my company that new Americans can make us more successful in today's global economy?

What is Pennsylvania doing to strengthen its workforce?

THIS GUIDE WILL

- Show how new Americans can enhance the productivity, profitability and stability of regional businesses and our regional economy
- Provide a working knowledge of the different kinds of visas and work authorizations new Americans use to enter the United States
- Demonstrate how the dedicated staff at the Welcoming Center for New Pennsylvanians can help you and your organization simplify the process of recruiting and hiring new Americans

NEW AMERICANS

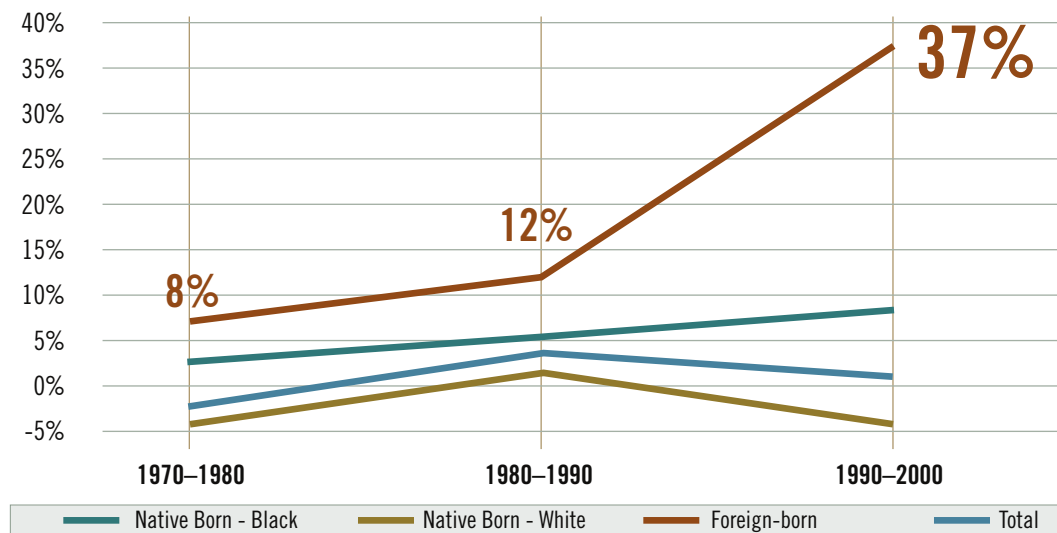
NEW OPPORTUNITIES FOR THE AMERICAN ECONOMY

The United States' native-born workforce is getting older and getting smaller. Lower birth rates and increasing retirement rates are causing skilled-worker shortages nationwide. Figures released by the US Chamber of Commerce in 2006 suggest that in the next ten years, there will be a million more workers ages 55 and over, moving from 16% to 21% of the workforce.¹

These patterns are even more striking in Pennsylvania, the state with the second oldest population.² Take Philadelphia as an example. As the Greater Philadelphia workforce ages and retires, the region will suffer from chronic shortages of qualified workers in the healthcare, life sciences, education, information technology, and transportation and logistics fields.³

Fortunately, there is a growing population of Pennsylvanians well suited to fill the positions left vacant by our retiring workforce. Many new Americans are highly educated, highly skilled, young and eager to work. These individuals are an undervalued human resource for the region's productivity and prosperity.

PERCENTAGE CHANGE IN THE POPULATION OF GREATER PHILADELPHIA 1970 TO 2000



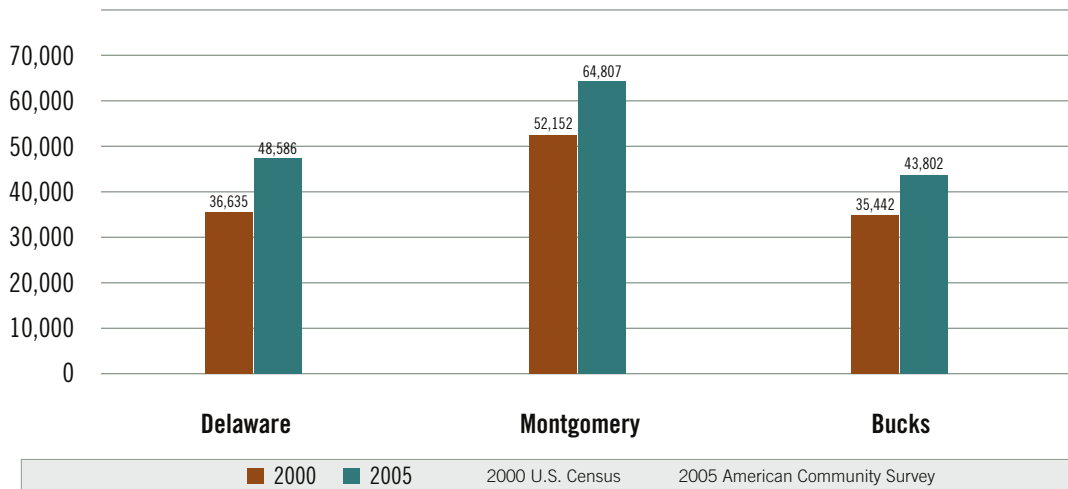
Philadelphia Migration Project, 2006.

¹Hunt, Kelly. U.S. Chamber of Commerce. "The Business Perspective on Comprehensive Immigration Reform." Delivered Sep 2006. ²U.S. Census Bureau. Demographic Profiles: Census 2000. ³Greater Philadelphia includes Philadelphia County and surrounding suburban counties.

But to understand the roles that immigrants can play in Philadelphia's workforce, it is necessary to first understand who the foreign-born are, where they're coming from and where they're living.

Over the last several decades, the origins of Philadelphia's immigrants have changed significantly. In 1970, the greatest number of immigrants came to Philadelphia from Italy. In 2005, it was India. In 1970, the top five countries of origin for immigrants relocating to Greater Philadelphia region were European. By 2005, none of them were.⁴

FOREIGN-BORN POPULATION IN PHILADELPHIA SUBURBAN COUNTIES



The region's foreign-born are not only emigrating from different countries than their predecessors, but they are also settling in different parts of the region. Immigrants are no longer migrating exclusively to inner-city neighborhoods. Today, many settle directly in suburban communities. The roles these individuals play in the regional economy have changed dramatically, too.

New Americans are the workers, consumers and entrepreneurs vital to the revival of our business corridors, the repopulation of our cities and the rejuvenation of our business community. Most important, these individuals are an essential component of the state's workforce of tomorrow.

| TOP COUNTRIES of ORIGIN | |
|-------------------------|------------|
| 1970 | 2005 |
| 1. Italy | 1. India |
| 2. Germany | 2. Mexico |
| 3. USSR/Russia | 3. China |
| 4. Poland | 4. Korea |
| 5. England | 5. Vietnam |

Philadelphia Migration Project, 2006.

⁴ Philadelphia Migration Project, 2006.

WHAT IS PENNSYLVANIA DOING TO STRENGTHEN ITS WORKFORCE?

Pennsylvania is dedicated to building a workforce able to fill critical roles in the state's high-demand professional fields. The state Center for Workforce Information and Analysis tracks and analyzes high-demand fields and regularly publishes statewide job-demand forecasts. Today, Pennsylvania's **HIGH-PRIORITY** professional careers include⁵:

- Registered Nurses
- Medical and Clinical Laboratory Technicians
- Computer Systems Analysts
- Software Engineers
- Education Administrators
- Foreign Language Teachers
- Industrial Engineers
- Diesel Engine Specialists

In order to continuously fill these positions and promote statewide economic growth, Pennsylvania's Strategy for Building a Skilled Workforce stresses the need for well-educated and technically savvy workers. To provide these workers, the Pennsylvania Department of Labor and Industry administers and oversees a number of initiatives aimed at putting Pennsylvanians to work.

CAREERLINK is Pennsylvania's one-stop workforce center for connecting jobseekers and employers. CareerLink maintains an online searchable database of available jobs, enables jobseekers to post resumes online, hosts job fairs, provides a physical meeting place for prospective employees and employers and offers an access point to the Pennsylvania State Civil Service Commission. CareerLink also delivers a number of training and educational services designed to help Pennsylvanians develop the literacies and technical skills necessary to gain high-demand jobs. www.pacareerlink.state.pa.us

Working in partnership with the Department of Labor and Industry is Pennsylvania's **WORKFORCE INVESTMENT BOARD**, an advisory council made up of representatives from private industry. The WIB is responsible for overseeing seed funding for industry partnerships, the Pennsylvania Center for Health Careers, the PA Manufacturing Workforce Partnership, the Governor's Manufacturing Summit and other initiatives.

The state WIB coordinates with county workforce investment boards as well as other economic development agencies to deliver in-person services to jobseekers and employers across the state. www.paworkforce.state.pa.us

⁵ Pennsylvania Center for Workforce Information and Analysis. "Statewide High Priority Occupations."

These organizations include:

- Philadelphia Workforce Investment Board (www.pwib.org)
- Philadelphia Workforce Development Corporation (www.pwdc.org)
- Delaware County Office of Employment and Training
(www.co.delaware.pa.us/depts/oet.html)
- Montgomery County Workforce Investment Board (www.montcoworks.com)
- Bucks County Office of Employment & Training
(www.buckscounty.org/LivingandWorking/EmploymentTraining/index.aspx)

These agencies work closely with community-based organizations and the state government to deliver services to jobseekers and employers at the local level.

Pertinent, concise and timely information is vital to any workforce development effort. Pennsylvania's comprehensive workforce development system distributes information regarding a wide variety of workforce development services through its web portal (www.paworkforce.state.pa.us).

The information contained in the system can help:

- Pennsylvanians seeking career and technical training through the state's community colleges, universities and vocational institutes
- Adults seeking literacy and basic education classes
- Older residents looking to re-enter the workforce
- Younger residents entering the workforce for the first time
- Those interested in pursuing civil service careers with the state
- Researchers and policy-makers seeking workforce statistics, employment projection, lists of high priority occupations and assessments of Pennsylvania's competitive industries
- Those interested in learning more about Pennsylvania's workforce development partner agencies, including the Department of Labor and Industry, the Department of Education, the Department of Community and Economic Development, Pennsylvania's Workforce Investment Board and many others

While these efforts take hold, new Americans can help Pennsylvania achieve its workforce development goals right now. As qualified workers, they can fill high-demand jobs in the state. As entrepreneurs, they can build companies that employ Pennsylvanians while making the state more competitive in the global marketplace. With sound, data-driven planning, robust resources and services and an incoming source of foreign-born labor, Pennsylvania is poised for sustainable economic growth in the coming decades.

HIGHLY QUALIFIED NEW AMERICANS ACROSS PENNSYLVANIA

EXAMINING CENTRE, ALLEGHENY, DAUPHIN, AND LUZERNE COUNTIES

IN CENTRE COUNTY,
HOME TO PENNSYLVANIA STATE UNIVERSITY,
66 PERCENT OF NEW AMERICANS HAVE EARNED
GRADUATE OR PROFESSIONAL DEGREES.

IN ALLEGHENY COUNTY,
71 PERCENT OF NEW AMERICANS SPEAK ENGLISH
“VERY WELL,” AND 15 PERCENT EARN \$75,000
A YEAR OR MORE.

IN DAUPHIN COUNTY,
14 PERCENT OF NEW AMERICANS HAVE EARNED
GRADUATE OR PROFESSIONAL DEGREES.

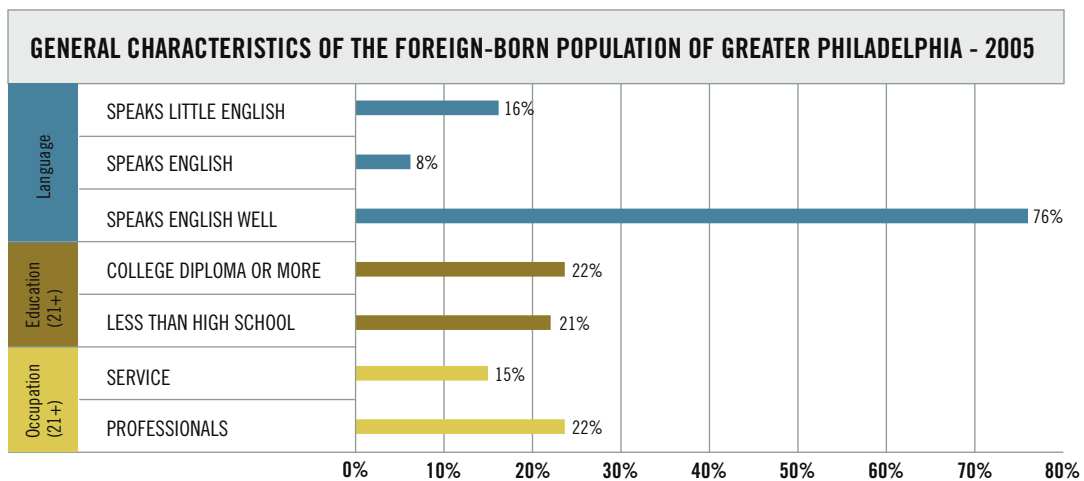
LUZERNE COUNTY
DRAWS NEW AMERICANS
FROM A DIVERSE RANGE OF NATIONS, INCLUDING
ITALY, MEXICO, POLAND, INDIA, AND KOREA.

Data on this page captured from: U.S. Census Bureau. Demographic Profiles, 2000.
2005 American Community Survey, published by U.S. Census Bureau, 2005.

THE BENEFITS OF DIVERSITY

NEW AMERICANS ARE WELL EDUCATED

Many of Pennsylvania's foreign-born professionals have at least a Bachelor's degree, and others have completed graduate work to become scientists, physicians, professors, lawyers, architects and teachers.



Philadelphia Migration Project, 2006.

NEW AMERICANS ARE FLUENT IN FOREIGN LANGUAGES AND ARE CULTURALLY LITERATE

A foreign-born professional can provide your organization with the cultural literacy it needs to open and sustain new foreign markets, establish transnational partnerships and communicate more effectively in today's global economy.

NEW AMERICANS ARE SKILLED AND MOTIVATED WORKERS

Foreign-born professionals who immigrate to the United States have often given up their established lives in favor of new economic opportunities. Having made such sacrifices, they are often among the most productive and motivated members of the workforce.

NEW AMERICANS ARE LOYAL AND COMMITTED

Recruiting the foreign-born can help your organization create a sustainable and dedicated workforce. The very factors that motivated immigrants to come to the U.S. — war, instability and crippling lack of opportunity — provide strong incentives for perseverance and loyalty to their adopted employers.

NEW AMERICANS ARE FREQUENTLY YOUNGER THAN THEIR NATIVE-BORN COUNTERPARTS

34% of foreign-born Philadelphians are between the ages of 18 and 34, compared to 22% of native born. Young immigrants are well equipped to fill physically and mentally demanding positions with area employers, especially in the state's growing healthcare industry.⁶

NEW AMERICANS MAINTAIN TRANSNATIONAL CONNECTIONS TO THEIR NATIVE COUNTRIES

Many immigrants maintain extensive social and business networks in their native countries. When placed in marketing and sales positions, these workers can be invaluable to American companies looking to develop markets abroad.

Talented and motivated workers are critical to any business's success. In Philadelphia this pool of prospective employees is increasingly comprised of the foreign-born. In fact, one in nine Philadelphians is an immigrant, and demographics suggest that this proportion will continue to increase.

What benefits can this undervalued human resource bring to your organization?

- Flexibility in providing holiday coverage for colleagues and awareness of international holidays, which may affect how other companies operate
- In-house translation abilities
- Ability to correctly pronounce foreign-sounding names
- Preparing colleagues for dealing with customers, distributors and competitors of different national backgrounds
- Help in positioning company as a diverse, globally conscious enterprise responsive to the needs and changes of the international economy

New Americans can be a driving force in Pennsylvania's economic revival, yet the state has hardly begun to realize the potential of this growing population. Immigrants are often underemployed. Even the most highly skilled individuals frequently take menial jobs, considering these the only positions available to them. Somewhere in Pennsylvania today, a physician is driving a taxicab, a trained biologist is delivering pizzas, a computer specialist is washing dishes and a business developer is mopping a bathroom. By limiting the opportunities for new Americans we are devaluing a vital component of our state and regional economies.

⁶ U.S. Census Bureau. 2005 American Community Survey.

THE NEED FOR SPECIALIZED EXPERTISE

WORKFORCE DEVELOPMENT AND NEW AMERICANS

Government workforce development agencies serve a wide variety of clientele, including the elderly, ex-offenders, teenagers, veterans and the disabled. Within this set of individuals, there are already a considerable number of regulations and requirements that employment caseworkers must constantly monitor and adjust to. New Americans present another set of evolving rules and regulations, all of which are possible to overcome. A **specialized adjunct** can provide the expertise and experience necessary to ensure that immigrant clients and the businesses that employ them receive accurate information and effective service.

The Welcoming Center for New Pennsylvanians can fill that role. Since 2003, we have assisted more than 2000 clients from 62 countries. Our mission is to be the centralized employment and referral center for the region's growing immigrant community by promoting foreign-born participation in the area's political, social and economic life. To that end, we work closely with many regional organizations that have a stake in immigration. These include government agencies, service providers, employers, business associations, trade unions, economic development groups and more.

Our experienced staff assists work-authorized immigrants in finding employment in the fields for which they are best suited. We have placed immigrants with post-graduate degrees as well as many who have little or no education or work

experience. Our success in placing immigrants in jobs throughout the region is the result of using industry best practices, which have proven successful in Philadelphia as well as New York, Boston and Chicago.

Consider the following clients which the Welcoming Center helped place across the Delaware Valley:

| Name | Original Profession | 1st U.S. Job | WCNP Placement |
|----------|--------------------------------|-----------------|-------------------------------|
| Maria | Laboratory Specialist | Daycare Teacher | Lab Specialist Technician |
| Ibrahim | Student | Bank Teller | Financial Analyst |
| Etienne | Obstetrician | Car Washer | Medical Technician |
| Paul | Student of Computer Technology | Retail Worker | Computer Operator |
| Nathalia | Student | Housekeeper | Care Manager at Senior Center |

As an organization, we believe that placing foreign-born professionals in jobs commensurate with their abilities and experience is vital economic development work that can sustain and revitalize the region. We monitor labor forecasts and economic cycles to ensure that our clients are best positioned to find work for themselves while making significant contributions to Pennsylvania's economic productivity and prosperity.

Our approach to job placement is built on relationships we have with employers. We seek to understand opportunities and align our candidates with our clients' needs.

THE WELCOMING CENTER FOR NEW PENNSYLVANIANS CAN HELP NEW AMERICAN JOBSEEKERS:

- Evaluate their credentials and chart realistic career paths
- Bridge education gaps through job-readiness training programs, which give clients the math, reading, writing, technical and vocational skills necessary to obtain and maintain positions in Pennsylvania's current job market
- Distinguish between merely plausible-sounding and legitimate job and educational opportunities
- Learn the unwritten business and social codes as well as interview skills
- Establish the social networks necessary to find employment in most professional fields

THE WELCOMING CENTER FOR NEW PENNSYLVANIANS CAN HELP EMPLOYERS:

- Increase the diversity and experience of their staff
- Recruit and retain foreign-born talent
- Understand the work authorization process and connect employers with job candidates who are work-authorized
- Connect employers with job candidates who are pre-selected and matched to their specific job requirements

SUCCESS STORIES

Since our inception, we have placed immigrants in companies across the entire Delaware Valley. Our services are provided by a dedicated and diverse team of workforce professionals who hold degrees from institutions such as the University of Pennsylvania and Kyrgyzstan State University. Fluent in many languages, many on our diverse staff are immigrants themselves and understand the challenges of finding jobs that match their skills and experience.

Diversifying Opportunity for Quest Diagnostics

Company Profile

Quest Diagnostics is the nation's leading provider of diagnostic testing and information services for doctors and patients. With over 39,000 employees and regional laboratories, Quest delivers health testing information for over 145 million patients each year.

Quest's Challenge

In the midst of rapid regional expansion, Quest contacted the Welcoming Center for New Pennsylvanians to recruit applicants for a variety of positions ranging from lab specialists and medical technicians to data processors.

WELCOMING CENTER'S SOLUTION

The Welcoming Center responded immediately by contacting clients whose experience and credentials correlated with Quest's requirements. The Welcoming Center then placed several people with Quest including:

- An obstetrician/gynecologist from Haiti
- A business manager with experience working in South America for pharmaceutical giants Merck and Johnson & Johnson
- A bilingual and computer-literate native of the Democratic Republic of Congo
- A Ukrainian college graduate with English, Russian and Ukrainian language skills.

Prior to meeting with the Welcoming Center, many of these talented individuals had been working low-paying jobs in fields unrelated to their expertise. If not for the Welcoming Center, it is unlikely that Quest would have been able to bring these experienced individuals into their organization.

"The Welcoming Center continually provides top-notch candidates who are educated, friendly and dedicated to our company and our values. The Employment Specialist I work with was extremely professional and an absolute joy to work with. She made the process so easy. I plan on using the Welcoming Center as a resource throughout my career."

— Stephanie Brown, Senior Staffing Specialist, *Quest Diagnostics*

Facilitating Growth for Eastern Processing Equipment

Company Profile

Eastern Processing Equipment distributes industrial processing equipment for the quarry, mining, and landfill and waste management industries. The firm specializes in delivering hi-tech machinery and first-rate support to a diverse international customer base.

Eastern Processing's Challenge

Based in Pennsylvania, with offices in England, Germany and Australia, Eastern Processing needed Marketing Managers who could help them grow their business both domestically and abroad.

WELCOMING CENTER'S SOLUTION

Taking into account Eastern Processing's international customer base, the Welcoming Center reviewed its client list and placed two candidates who possessed the foreign language skills and cultural literacy needed to help the company expand global sales.

- Juan went to work for Eastern Processing as a Marketing Manager. Leveraging his M.A. in Economic Law from the Universidad de los Andes and his extensive business development expertise in South America, Juan tapped into his professional contacts in Colombia and helped Eastern Processing establish a sales presence in Latin America.
- Tiina-Liisa emigrated from Finland, where she earned a graduate degree from the Helsinki University of Technology. Fluent in Finnish, Swedish and German, she helped Eastern Processing expand its customer base across Europe.

Exacting Attention on Microcision

Company Profile

Microcision manufactures miniature parts for medical implants as well as applications in the fields of fiber optics, telecommunications and aerospace. Established in the community for over half a century, Microcision received the Greater Philadelphia Chamber of Commerce Small Business Excellence Award for manufacturing in 2005.

Microcision's Challenge

Microcision requires a corps of knowledgeable, technically savvy and detail-oriented technicians, engineers and controllers to assemble, examine and document its high-precision products. To maintain strict quality control standards, Microcision needs experienced employees. The company requires its craftsmen to complete a 3-4 year apprenticeship program.

WELCOMING CENTER'S SOLUTION

The Welcoming Center understood Microcision's industry-leading reputation for applying high standards and quality controls. The Welcoming Center carefully considered Microcision's job requirements and successfully placed clients with a variety of technical backgrounds including:

- A computer numerical control (CNC) operator with a mechanical engineering background from Romania
- CNC operator holding a doctorate degree from Cote d'Ivoire
- CNC operator holding a degree in Computer Technology from Togo
- Controller with experience in inventory management and recordkeeping from Romania

“Probably about 80-85% of our staff is first-generation immigrant workforce, and they have a skill level, education and drive to succeed. We've worked with the Welcoming Center for many years to obtain the caliber of staff we have here at Microcision.” – Bob Kramer, CEO

A close-up portrait of a Black man with short hair, wearing a dark suit jacket, a red and blue striped shirt, and a dark tie. He is looking directly at the camera with a neutral expression. The background is a plain, light-colored wall.

NEW AMERICAN PROFESSIONALS

OFTEN BRING CONNECTIONS TO SOCIAL NETWORKS IN THEIR NATIVE COUNTRIES. BY WORKING IN INTERNATIONAL SALES POSITIONS FOR AMERICAN FIRMS, THEY CAN USE THOSE CONNECTIONS TO CREATE NEW OPPORTUNITIES FOR ECONOMIC GROWTH.

WHO CAN WORK?

UNDERSTANDING U.S. EMPLOYMENT AUTHORIZATION

Foreign nationals come to the United States via a variety of different visas. It is beyond the scope of this guide to explain each type of visa in detail. Instead, employers should know that foreign-born jobseekers may possess any one of a number of legitimate documents, not just a green card.

Foreign nationals with certain kinds of visas are always allowed to work, while others are only sometimes work-eligible and still others are not permitted to work at all. The following pages should help you understand which foreign-born individuals have which privileges. This section also outlines the specific cases when an employer may need to complete extra paperwork or petition the government in order to hire a foreign national.

Some foreign nationals are always allowed to work. Hiring from these statuses is as simple as hiring a United States citizen (naturalized or U.S.-born) and requires no additional paperwork. Employers verify work eligibility through the standard I-9 form, but otherwise they are not required to deal with lawyers or the United States Citizenship and Immigration Services (USCIS).

THE FOLLOWING GROUPS OF FOREIGN-BORN PEOPLE ARE ALWAYS WORK-AUTHORIZED:

- **Naturalized citizens**
- **Permanent Residents**
- **Asylees and asylum seekers** (*asylum applicants must have an approved Application for Employment Authorization Document - I-765*)
- **Refugees**

Some foreign-born individuals can work depending on the circumstances. These include people on temporary work visas, exchange visitors, extraordinarily talented professionals and others. Hiring workers from these statuses may sometimes require employers to petition the government and/or complete additional paperwork.

THE FOLLOWING GROUPS, ORGANIZED BY STATUS, ARE CONDITIONALLY WORK-AUTHORIZED:

Nonimmigrant Visas: For temporary workers who meet specialized U.S. employer needs.

(NOTE: Temporary workers can include nonimmigrants who are working in the U.S. for a total of six years and beyond.)

H-1B: Allows U.S. companies to employ foreign nationals in a “specialty occupation” for up to six years. Typically, an H-1B applicant requires at least a college degree and several years of work experience. Before hiring a foreigner on an H-1B status, the employer must make a good faith attempt to recruit resident U.S. workers using “procedures that meet industry-wide standards.” The U.S. issues only 65,000 H-1B visas each fiscal year (October 1–September 30) and employers may begin petitioning the government April 1st. In 2007, USCIS had received 123,000 H-1B petitions by April 3rd. On April 12, 2007, the service conducted a random selection to determine which of the petitions to adjudicate.

H-1C: The Nursing Relief for Disadvantaged Areas Act of 1999 (NRDAA) allowed qualifying hospitals to employ temporary foreign workers (nonimmigrants) as Registered Nurses (RNs) for up to three years under H-1C visas. Only 500 H-1C visas could be issued each year during the four-year period of the H-1C program (2000–2004). This temporary visa program expired at the end of September 20, 2004, four years after the date of the published Interim Final Rule, CFR Part 655. Attestations are no longer being accepted by the U.S. Department of Labor. Employers who do not qualify for the H-1C program may hire nurses using the Permanent program or the H-1B program. Since a professional nurse is a Schedule A occupation, employers may file a Form ETA 750 directly with the USCIS. Employers may also hire a nurse as an H-1B.

H-2A: The H-2A temporary agricultural program establishes a means for agricultural employers who anticipate a shortage of domestic workers to bring nonimmigrant foreign workers to the U.S. to perform agricultural labor or services of a temporary or seasonal nature. Before the U.S. Citizenship and Immigration Services (USCIS) can approve an employer’s petition for such workers, the employer must file an application with the Department stating that there are not sufficient workers who are able, willing, qualified and available and that the employment of aliens will not adversely affect the wages and working conditions of similarly employed U.S. workers.

H-2B: Allows a U.S. company to hire non-professional foreign nationals not in the agricultural field for specified periods of the year/recurring seasonal need. To apply for H-2B, the employer must prove that there are no unemployed U.S. workers willing or able to do the job. The state employment agency will go through a labor certification process to determine this. Visa duration is limited to the employer’s needs for temporary workers and has a maximum period of one year. The employer may extend the visa up to three years but under close watch of the USCIS.

H-3: Allows foreign nationals to attend paid traineeships in the United States not available in their home countries for up to two years. No extensions are allowed.

J-1: Allows foreign nationals skilled in education, arts and sciences to enter the U.S. as an exchange visitor. J-1 students may be entitled to 18 months of optional practical training (OPT). In some cases, there is a condition that requires the foreigner to return to his/her home country for a period of two years before being eligible to return in professional nonimmigrant status or apply for permanent resident status.

F-1: Allows foreign nationals to enter the U.S. as full-time academic students. F-1 students may be entitled to one year of optional practical training (OPT).

L-1A: Allows multi-national companies operating in the U.S. to transfer executive or managerial staff from abroad to the U.S. for up to seven years. Employees must have worked for the related parent/branch/subsidiary/affiliate company outside of the U.S. for at least 12 months in the preceding three years.

L-1B: Allows multi-national companies operating in the U.S. to transfer staff with specialized knowledge of company products/services, research, systems, proprietary techniques, management or procedures from related offices abroad to the U.S. for up to five years. Employee must have worked for the company outside of the U.S. for at least 12 months in the preceding three years.

O-1: Allows U.S. companies to hire foreign nationals who can demonstrate sustained national or international acclaim and recognition for achievements in science, arts, education, business or athletics.

O-2: Allows essential support personnel of O-1 visa holders in the fields of athletics, entertainment, motion picture and television production to enter the U.S. and engage in official activities. This status is not applicable to personnel in the sciences, business or education.

TN: Canadian and Mexican nationals can apply for this visa to work in the U.S. for one year, continuously renewable, in specified professions (TN Schedule of Occupations). Eligible professions are listed in “Employer Information Bulletin 11” available at www.uscis.gov

To hire workers in the above-listed employment-based nonimmigrant visa categories, the company should properly petition USCIS. Employers should be aware that only a specific set of nonimmigrant visa categories carries a “dual intent” benefit whereby the nonimmigrant can apply for permanent residency/immigrant status while remaining in the U.S. in temporary nonimmigrant status.

Employment-based Immigrant Classifications:

For those seeking permanent residency in the United States who *already* have a job offer from a U.S. employer. The applicant must be educationally and professionally suited to a position that no qualified Americans are willing or able to take. Unlike temporary visas, entering the U.S. under one of the following categories can lead to a green card and U.S. citizenship.

- **Employment First Preference (EB-1)** – For persons of extraordinary ability, outstanding university professors or researchers and transferring executives or managers of multinational companies.
- **Employment First Preference (EB-2)** – For persons holding advanced degrees or possessing exceptional ability in the sciences, arts or businesses.
- **Employment First Preference (EB-3)** – For professional workers without a graduate degree, skilled workers without bachelor’s degrees and unskilled workers.
- **Employment First Preference (EB-4)** – For religious workers and various miscellaneous categories of workers and other individuals.
- **Employment First Preference (EB-5)** – For individual investors willing to invest \$1,000,000 in a U.S. business (or \$500,000 in economically depressed areas).

SOME FOREIGN NATIONALS CAN LEGALLY BE IN THE U.S. BUT ARE NOT ALLOWED TO WORK

These include tourists, business visitors, students (except for on-campus work during school and optional practical training following graduation) and the spouses and children of certain types of nonimmigrants (including students, international cultural exchange visitors and others).

WHAT FORMS MUST THE EMPLOYER COMPLETE?

In order to work in the U.S., most immigrants⁷ only require the same paperwork as U.S.-born citizens. Employers complete standard I-9 for all employees regardless of national origin.

In order to hire an employee on an employment-based visa status (such as an H1-B), employers can petition USCIS. The process in this case can also entail filing statements with the Department of Labor demonstrating that the company will treat its foreign-born employees fairly. For more information, see the “Employer Information” section of the USCIS website (www.uscis.gov).

All workers in the United States are protected by Title VII of the Civil Rights Act, which prohibits discrimination on the basis of national origin, ethnicity or accent. For more, see www.eeoc.gov.

⁷ This includes naturalized citizens, permanent residents, asylees and asylum seekers, refugees and foreign nationals on family visas.

WHAT DOCUMENTS MUST FOREIGN NATIONALS SHOW EMPLOYERS?

All noncitizens and non-green card holders must have an Employment Authorization Document (EAD) or approved temporary nonimmigrant visa petitions (allowing employment) to work in the U.S.

The Employment Authorization Document expires after one year and then must be renewed annually. Other approved work petitions need to be renewed periodically as stated on the Approval Notices. Employers must note the dates for such renewals on the I-9 Employment Eligibility Verification forms.

Job applicants must provide employers with proof of their identity and work authorization.

A nonimmigrant worker can use any documents he or she chooses from the list below.

Documents that Establish *Both* Identity and Employment Eligibility (For more information, see www.uscis.gov)

United States Passport (unexpired or expired)

Certificate of Naturalization

(INS Form N-550 or N-570)

Certificate of United States Citizenship

(INS Form N-560 or N-561)

Unexpired foreign passport which:

- Contains an unexpired stamp that reads,
"Processed for I-551. Temporary Evidence of
Lawful Admission for permanent residence.
Valid until _____ Employment authorized."

or

- Has attached to it a Form I-194 bearing the
same name as the passport and containing
an employment authorization stamp, so long
as the period of endorsement has not yet
expired and the proposed employment is not
in conflict with any restrictions or limitations
identified on the Form I-94.

Alien Registration Receipt Card

(INS Form I-151 or I-551) provided that it
contains a photograph of the bearer

Unexpired Employment Authorization Card

(INS Form I-688A)

Unexpired Refugee Travel Document

(INS Form I-571)

- Has attached to it a Form I-194 bearing the
same name as the passport and containing
an employment authorization stamp, so long
as the period of endorsement has not yet
expired and the proposed employment is not
in conflict with any restrictions or limitations
identified on the Form I-94.

Unexpired Temporary Resident Card

(INS Form I-688)

Unexpired Reentry Permit (INS Form I-327)

Unexpired Employment Authorization

Document issued by the INS which contains
a photograph (INS Form I-688B)

Documents that Establish Identity (For more information, see www.uscis.gov)

For individuals 18 years of age or older:

- Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address
- ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address (including U.S. Citizen ID Card [INS Form I-197] and OD Card for use of Resident Citizen in the U.S. [INS Form I-179])
- School identification card with a photograph
- Voter's registration card
- United States military card or draft record
- Military dependent's identification card
- Mariner card
- Native American tribal document
- Driver's license issued by a Canadian government authority

For individuals under the age of 18 who are unable to present one of the documents listed above:

- School record or report card
- Day-care or nursery school record
- Clinic, doctor or hospital record

Documents that Establish Employment Eligibility (For more information, see www.uscis.gov)

- U.S. Social Security Number Card other than one which has printed on its face "NOT VALID FOR EMPLOYMENT"
NOTE: This must be a card issued by the Social Security Administration; a facsimile (such as a metal or plastic reproduction) is not an acceptable document
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (INS Form I-197)
- Unexpired employment authorization document issued by the INS
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- ID Card for Use of Resident Citizen in the U.S. (INS Form I-179)



NEW AMERICANS

CAN FILL THE ROLES REGIONAL COMPANIES NEED TO GROW IN AN AGE OF GLOBAL COMPETITION. FOREIGN-BORN PROFESSIONALS ARE INCREASING IN NUMBERS, YOUNGER THAN THEIR NATIVE-BORN COUNTERPARTS AND ARE ABLE TO PROVIDE BUSINESSES WITH UNIQUE SKILL SETS, EXPERIENCES AND PERSPECTIVE.

UNDERSTANDING QUALIFICATIONS

EVALUATING CREDENTIALS OF FOREIGN-BORN PROFESSIONALS

New Americans enter the United States with a wide range of academic and professional experiences and credentials. This can present challenges to employers who are unfamiliar with foreign systems of education and need to compare the qualifications of foreign-born and native-born job candidates.

How does a Bachelor's degree in chemistry from Togo compare with one from Penn State?

If a candidate holds a Master's in accounting from an institution in El Salvador, does she have the same qualifications as an American M.S.?

It's true that the quality of education varies around the world, but this doesn't mean that employers should discount or disregard foreign academic credentials. By using reports generated by an objective third-party evaluator, organizations can determine which candidates fit their requirements.

The process for using a credential evaluator is simple. An individual educated in a foreign country pays a fee to a credential evaluation service, and has his/her home institution send a copy of his/her official transcript and proof of graduation to the evaluator's office. The credential evaluation service then analyzes the documents, and returns a report clearly showing the equivalent U.S. education level of the applicant.

CREDENTIAL EVALUATION REPORTS TYPICALLY CONTAIN:

- Applicant's name and date of birth
- Country of origin
- The type of credential under evaluation and the year it was obtained
- The institution which granted the credential
- Admission requirements of the credential-granting institution
- Length of program
- Major or specialization
- Equivalent U.S. grade point average and class rank
- U.S. equivalency of credential (e.g. Bachelor's Degree in Finance)

Upon completion of the evaluation, these individuals can use this report for an unlimited period of time. When applying for jobs in the U.S., the individual will present this report to the employer, so that the company can plainly compare his/her educational qualifications with those of a native-born worker. This report is an important tool for employers to determine whether a foreign-born job applicant has the necessary credentials to work for their organization.

There are many credential evaluators operating in the United States. It is important that applicants use a reputable firm offering widely recognized assessments. The Welcoming Center recommends that new Americans use the nonprofit World Education Services (W.E.S.) to evaluate foreign credentials. W.E.S. provides a highly respected international academic credential evaluation service. For more information, as well as an application, see:

World Education Services (W.E.S.)

Bowling Green Station

P.O. Box 5087

New York, NY 10274-5087

Phone: 212-966-6311

Fax: 212-739-6100

www.wes.org

Some credential evaluation services will verify and analyze professional certifications and qualifications as well as educational credentials. Such certifications include the certification necessary to become a Certified Public Accountant (CPA), a nurse or public school teacher in the United States. Credentialing requirements vary by career field, and some foreign-born professionals may choose to have their credentials evaluated by specialist organizations such as:

- **Commission on Graduates of Foreign Nursing Schools (CGFNS) International** – verifies and assesses credentials pertaining to the education, registration and licensure of nurses and healthcare professionals worldwide.

There are several other less formal methods for evaluating a foreign-born individual's professional and educational credentials. Besides using formal evaluation services, employers can:

- Consult with area college and university admissions departments, which often have employees on staff knowledgeable of foreign educational systems.
- Ask the applicants themselves about their home institutions, including admissions and graduation requirements, admission rates, the typical careers undertaken by graduates and large employers of graduates.
- Call new American advocacy organizations like the Welcoming Center to see if they have or know anyone knowledgeable of a particular foreign educational experience. It is possible that we have already worked with an immigrant holding the same credential.
- For determining English literacy, assess standardized test scores on exams of English proficiency such as the TOEIC and the TOEFL.

GLOSSARY

OF IMMIGRATION TERMS

alien — any person who is not a citizen or national of the United States

asylee — an alien granted political asylum after entering the US following an official determination that (s)he is unable or unwilling to return to the home country due to fear of persecution on account of race, religion, nationality, membership in a particular group or political opinion

Employment Authorization Document (EAD) — a document that verifies the holder's eligibility to work in the U.S.

employment-based visas — visas awarded to foreign-born workers with specific skills who have a long-term employment opportunity in the United States. The employer must petition the government in order for the worker to obtain the visa

foreign national — see alien

green card (United States Permanent Resident Card) — an identification card which proves that the holder has permission to reside and take employment in the U.S. The holder must maintain resident status by residing in the United States and can be deported if certain crimes are committed

I-9 (Employment Eligibility Verification) — a U.S. government form from the USCIS used to certify that a new employee is eligible to work in the U.S.

immigrant — a foreign-born person who has been approved for lawful permanent residence in the U.S.

labor certification — a requirement issued by the Secretary of Labor for U.S. employers seeking to employ certain persons whose immigration to the United States is based on job skills or nonimmigrant temporary workers coming to perform services for which qualified authorized workers are unavailable in the United States

national of the United States — a citizen of the United States or a person who, though not a citizen of the United States, owes permanent allegiance to the United States

naturalization — the conferring of citizenship upon a person after birth

nonimmigrant — an alien who seeks temporary entry to the U.S. for a specific purpose. There are approximately thirty types of nonimmigrant classifications

Optional Practical Training (OPT) — temporary employment authorization which gives F-1 students an opportunity to apply knowledge gained in the classroom to a work experience off campus

permanent resident — any person not a citizen of the United States who is residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant, also known as Permanent Resident Alien, Lawful Permanent Resident, Resident Alien Permit Holder and Green Card Holder

refugee — an alien granted admission to the U.S. following an official determination that (s)he is unable or unwilling to return to the home country due to fear of persecution on account of race, religion, nationality and membership in a particular group or political opinion

specialty occupation — an occupation requiring application of a body of specialized knowledge along with at least a bachelor's degree or its equivalent (e.g. architecture, engineering, mathematics, physical sciences, social sciences, medicine and health, education, business specialties, accounting, law, theology and the arts)

status — a series of privileges which an alien holds as a result of their specific visa

temporary worker — an alien coming to the United States to work for a temporary period of time ranging up to several years, includes foreigners who entered the U.S. with H, O, P, Q and R visas

United States Citizenship and Immigration Services (USCIS) — a bureau in the Department of Homeland Security which performs tasks formerly overseen by the U.S. Immigration and Naturalization Service

visa — a U.S. visa that allows the bearer to apply for entry to the U.S. in a certain classification (e.g. student (F), visitor (B), temporary worker (H)). A visa does not grant the bearer the right to enter the United States

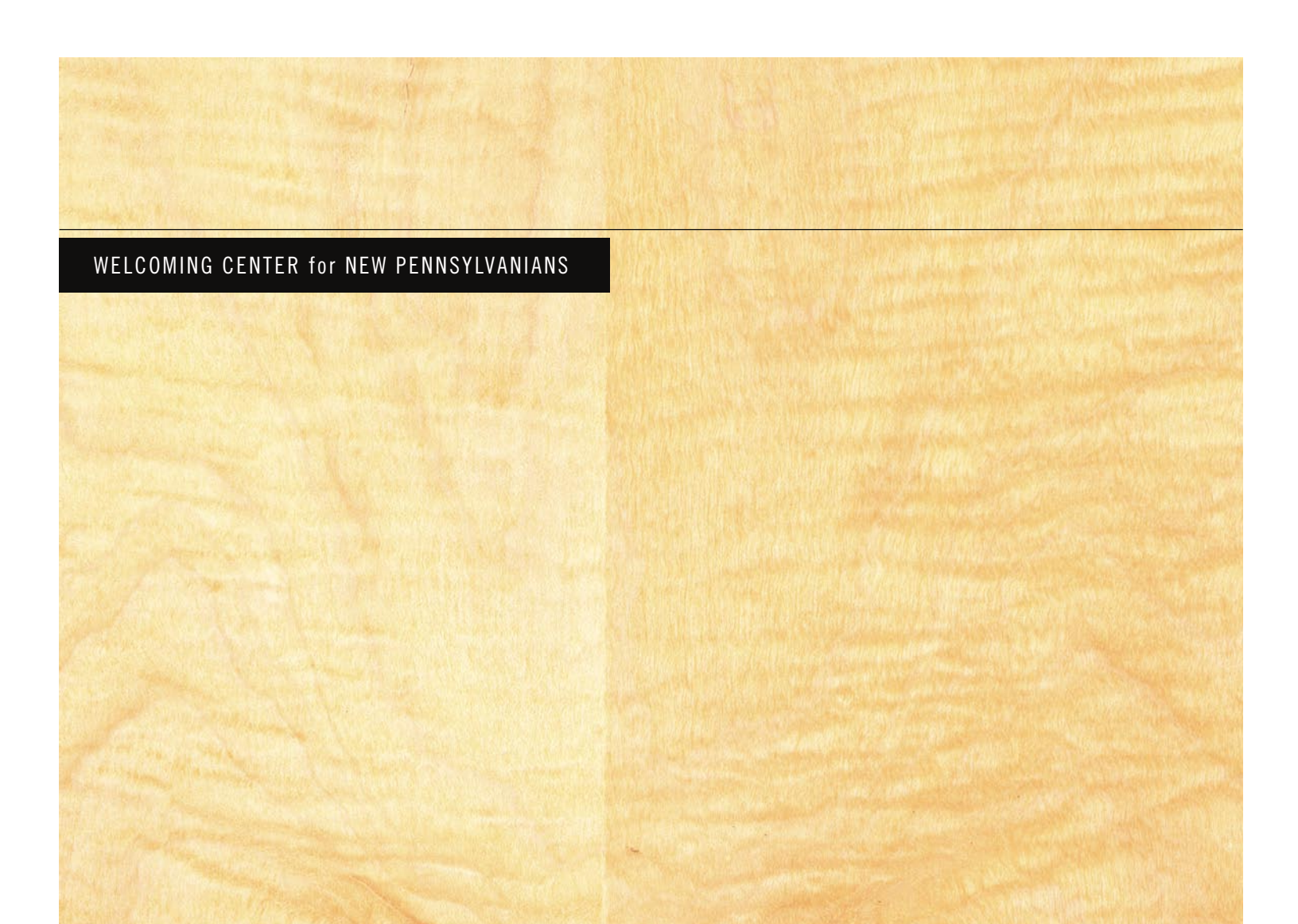


CONNECT TO A WORLD OF OPPORTUNITIES.

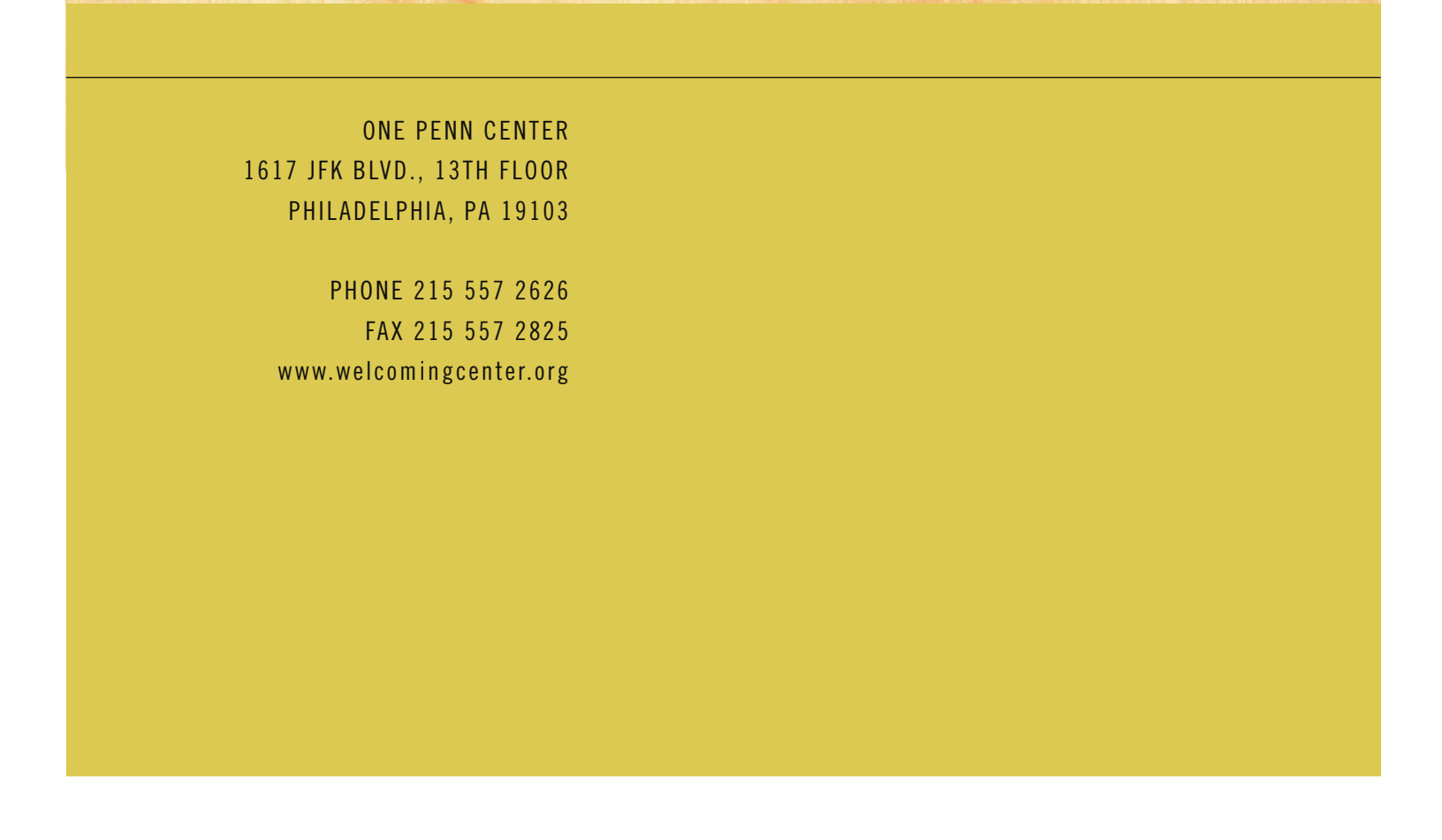
FOR HELP RECRUITING, HIRING AND
RETAINING THESE HIGHLY SKILLED
INDIVIDUALS, CONTACT
THE WELCOMING CENTER
FOR NEW PENNSYLVANIANS.

ONE PENN CENTER
1617 JFK BLVD., 13TH FLOOR
PHILADELPHIA, PA 19103

PHONE 215 557 2626
FAX 215 557 2825
www.welcomingcenter.org

The top half of the page features a background of light-colored wood grain. A black horizontal bar is positioned across the middle of this section, containing the text 'WELCOMING CENTER for NEW PENNSYLVANIANS' in white, uppercase letters.

WELCOMING CENTER for NEW PENNSYLVANIANS

The bottom half of the page has a solid olive green background. The contact information is centered in this section.

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