



The U.S immigration regulations require employers that sponsor H-1B visas to obtain a prevailing wage determination from the U.S. Department of Labor (DOL) for the position being supported. In order to request the prevailing wage determination from DOL, the following information is required from the sponsoring Department.

DEPARTMENT ADMINISTRATOR'S CONTACT INFORMATION
 (person responsible for preparing H-1B packet)

Primary Administrator's Name:	Administrator's Title:
Administrator's E-mail:	Administrator's Telephone Number:

In the absence of the above administrator, please list an alternate contact person

Alternate Administrator's Name :	Title:
E-mail:	Phone:

H-1B APPLICANT'S INFORMATION
 (person being supported for the H-1B)

H-1B Applicant's Full Name: _____	
Family/Last Name	Given/First Name
Date of Birth:	

JOB TITLE

Job title being offered to the H-1B applicant:
<i>If this is a Classified title, the Human Resources Job Description must be reviewed for minimum job qualifications</i>
Job title of the Supervisor of the H-1B applicant (e.g. Chairman, Professor, Director, etc.):

JOB DUTIES

Provide a detailed description of the job duties to be performed with as much specificity as possible. The job duties should not be tailored to an individual. If the duties of the position offered are not independent, it is recommended that the first line of the description begins with "Under the direction of _____ (e.g. Principal Investigator, Professor, Director) individual will assist..."

SUPERVISION REQUIREMENTS

For purposes of the H-1B visa and the Prevailing Wage Form, supervision means that this position holds primary hiring and firing authority and completes the annual evaluation for his or her supervised employees each year.

Is this position required to supervise employees? Yes No

If yes, indicate the number of employee(s) the H-1B will supervise: _____; and

Indicate whether the employee(s) to be supervised will be Peers *OR* Subordinates *OR* Both

Indicate job titles and brief job description of employees to be supervised:

JOB REQUIREMENTS

Note that the education and experience should describe the minimum required for the position, not the applicant's experience.

Is the position be full-time? Yes No

If no, indicate the number of hours per week the H-1B applicant will be employed:

Specify the minimum education, training, experience, and (if applicable) special requirements that an individual must have in order to hold this position. DO NOT tailor the requirements to the H-1B applicant.

Degree required for the position: None High School/GED Associate's Bachelor's Master's

Master's Doctorate (PhD) *Other Degree (JD, MD, DDS, etc.) *If Other Degree, please specify:

Indicate the major field(s) of study for the degree required (e.g. Medicine, Chemistry, Bioinformatics, etc.):

Is a second U.S. degree required? Yes No

If yes, indicate the second U.S. degree/diploma and major(s) and/or fields of study required:

Is *Training* for the job opportunity required? Yes No

If yes, indicate the number of months: ; and the type of training:

Is *Employment Experience* required? Yes No

If yes, indicate the number of months: ; and the type of experience (e.g. Research, Teaching, etc.):

Will travel be required in order to perform the job duties? Yes No

If yes, provide details of the travel required, such as area(s), frequency, nature of travel, and if H-1B will be reimbursed all expenses associated to mandatory travel. (**Note:** Conferences may not be mandatory for the job to be performed):

Special Skills or Other Requirements that are mandatory for the H-1B applicant to perform the required duties of the position:

(i) License/Certification: Yes No If yes, please specify:

(ii) Foreign Language: Yes No If yes, please specify:

(iii) Residency/Fellowship Yes No If yes, please specify (include type of residency and/or fellowship and length in months):

(iv) Other Special Skills or Requirements (e.g. board eligibility or certification, specific computer language, etc.): Yes No
If yes, please specify:

ALTERNATIVE JOB REQUIREMENTS

Are alternate sets of Education, Training, and/or Experience accepted for this position? Yes No

If yes, complete all applicable alternative job requirements below

If no, go to Location(s) of Employment section

e.g. MD, or other terminal degree, is acceptable in place of PhD; Master's degree and one year of research experience is acceptable in place of the minimum requirement of Bachelor's degree and three years of research experience.

Alternate level of education accepted: None High School/GED Associate's Bachelor's Master's

Master's Doctorate (PhD) *Other Degree (JD, DO, DDS, etc.) *If Other Degree, please specify:

Indicate the major field(s) of study for the degree accept (e.g. Medicine, Chemistry, Bioinformatics, etc.):

Is *Alternate Training* for the job opportunity accepted? Yes No

If yes, indicate the number of months: _____ ; and the type of training accepted:

Is *Alternate Employment Experience* accepted? Yes No

If yes, indicate the number of months:

Special Skills or Other Requirements that are mandatory for the H-1B applicant to perform the required duties of the position:

(i) License/Certification: Yes No If yes, please specify:

(ii) Foreign Language: Yes No If yes, please specify:

(iii) Residency/Fellowship Yes No If yes, please specify (include type of residency and/or fellowship and length in months):

(iv) Other Special Skills or Requirements (e.g. board eligibility or certification, specific computer language, etc.): Yes No
If yes, please specify:

