

Prevailing Wage Request Form

U.S. immigration regulations require that an employer of an H-1B or E-3 visa holder pay an annual salary that meets or exceeds the prevailing wage for the position offered. The prevailing wage may be determined by consulting an independent, authoritative wage survey or, more typically, through the U.S. Department of Labor's Online Wage Library.

In order to determine the prevailing wage, we ask that you complete this form as fully and accurately as possible and return it to ISSO along with a copy of the job posting created in the Recruitment of Academic Personnel System (RAPS).

Please note that the required academic and experience qualifications must reflect the **minimum** requirements for the position and not the preferred or desired qualifications nor should the stated requirements reflect the precise academic and/or professional experience of the employee.

Department Information

Department: _____ Contact Person: _____ Tel.#: _____

Applicant Information

1. Name of Applicant: _____

2. Position Title: _____

3. Address Where Applicant Will Work: _____

4. Name and Job Title of Immediate Supervisor: _____

5. Salary Offered: \$ _____ 6. Full-Time or Part-Time: _____ 7. Number of Hours Worked Per Week: _____

8. Number of Employees Applicant Will Supervise, If Any: _____

9. Titles of Employees Supervised by Applicant: _____

10. Job Description:

11. Minimum Degree Requirement, Including Fields(s) of Study: _____

12. Minimum Experience Requirement, Including Occupation and Number of Years: _____

Signature

Signature of Person with Hiring Authority: _____ Date: _____