



Office of International Student and Scholar Services  
Prevailing Wage Determination Form [Eligibility for H-1B]

The H-1B classification allows foreign nationals to work temporarily in the United States in a “specialty occupation.” The regulatory definition of “specialty occupation,” eligibility criteria, and processing times for the H-1B category can be found on the [ISSS website](#). Please upload the following materials to the ISSS intranet here. Documents will be reviewed to determine H-1B eligibility.

**Required Documents:**

- Copy of Job Description [Please provide detailed narrative of how the employee will perform the specific duties and go into more detail. ISSS will need action-oriented sentences describing the day-to-day job duties of the role.]
- Employee’s Curriculum Vitae (C.V.)/Resume
- Complete Prevailing Wage Request Form

Department Information	
School/Department	
Contact Person, Email & Tel. #	

Applicant Information	
Last, First Name (as in passport)	
E-mail Address & Phone	
Current Immigration Status and its Expiration Date (if applicable)	
(Proposed) H-1B Start Date in the U.S.	
(Proposed) Job Title	
Annual Salary Offered	
Full-Time or Part-Time	
Number of Hours Worked Per Week	
Salary Range for the Position	
Number of Employees Applicant Will Supervise, If Any	
Address Where Applicant Will Work	
Name and Job Title of Immediate Supervisor	

1. Will this employee be assigned to work at an off-site location for part of all of the period in which the H-1B sought?  
Yes                      No
2. If yes to Question 1, please provide the locations(s) or possible location(s) the employee may be assigned to:
3. Minimum Degree Requirement, Including Field(s) of Study:
4. Minimum Experience Requirement, Including Occupation and Number of Years:

Signature	
Signature of Person with Hiring Authority:	Date: