



Office of International Student and Scholar Services

H-1B Actual Wage Form

Pursuant to 20 C.F.R. § 655.731(b)(2), 655.731(a)(1), and 655.760(a)(3), an employer (department) must develop written documentation of how it determined the actual wage of an H-1B nonimmigrant employee. The documentation must show how the wage was set for the H-1B as it relates to wages paid by the department to similarly employed individuals. When identifying those employees who are similarly employed, you can take into consideration experience, qualification, education, job responsibility and function, specialized knowledge, and other legitimate factors that conform to recognized principles or can be demonstrated by accepted rules and standards in the industry. If there is more than one wage paid to employees with similar experience, the department must be able to explain the reason(s) for this differential in wage rates. The following information must be available for public inspection. Please complete the form in its entirety, and submit a signed copy to the ISSS office, and keep a copy for your records.

Employee and Sponsor Information

Employee's Name:	
Employee's Title:	
Salary:	
Source of Salary:	
School/Department:	

- Is the employee receiving the same benefits as other similarly situated employees? Yes No
- How many employees in the work unit have the same job title and similar duties to this position (including the employee)? _____
- What is the wage range for these employees? \$ _____ to \$ _____
- What factors were considered in determining the salary (check all applicable boxes)?
____ Experience ____ Qualifications ____ Education ____ Job responsibility and function ____ Specialized knowledge
____ Other legitimate factors that conform to recognized principles or can be demonstrated by accepted rules and standards in the industry (please explain: _____)

Certification

I certify that the salary information listed above reflects the wage level paid to all other individuals with similar experience and qualifications working in the school/department/laboratory. If there is more than one wage, I am able to explain the reason(s) for this differential in wage rate, if required. I am able to provide documentation, including the names and payroll records of similarly employed individuals, to the Department of Labor to verify these statements. Further, I certify that I will notify the ISSS office if there is a substantial change in the employee's job description, salary, or the employee's job title. The applicant will be paid either the actual wage or the prevailing wage, whichever is higher, at the place of intended employment for the period of employment.

VP or Dean of Sponsoring Department

Signature: _____ Date: _____
Printed Name: _____ Email: _____ Phone: _____

Employee's Supervisor

Signature: _____ Date: _____
Printed Name: _____ Email: _____ Phone: _____