

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.

<b>Employee and Sponsor Information</b>	
<b>Employee's Name:</b>	
<b>Title:</b>	
<b>Salary:</b>	
<b>Source of Salary:</b>	
<b>School/Department:</b>	

**Please Proceed to Following Page**

<b>For ISSS Use ONLY</b>		
<b><u>LCA Number:</u></b>	<b><u>PAF Designation:</u></b>	<b><u>DOL Inspection File Designation:</u></b>

**Wage Rate:** \_\_\_\_\_ (Same as Salary Amount)

### Employment Information

**Is the employee receiving the same benefits as other similarly situated employees?**      **Yes**      **No**

**Select One:**

Number of employees in the department with the same job title and similar qualifications as the applicant: \_\_\_\_\_ (Please note that someone with substantial experience does not have "similar" qualifications as someone with much less experience)

What is the wage range for these employees? \_\_\_\_\_

There are no comparable employees in the department that share the same job title and similar experience and qualifications as the applicant.

**What factors were considered in determining the salary (check all applicable boxes)?**

<input type="checkbox"/>	Experience
<input type="checkbox"/>	Education
<input type="checkbox"/>	Specialized Knowledge
<input type="checkbox"/>	Qualifications
<input type="checkbox"/>	Job Responsibility and Function
<input type="checkbox"/>	Other legitimate factors that conform to recognized principles or can be demonstrated by accepted rules and standards in the industry

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: \_\_\_\_\_