**Actual Wage Memorandum for H-1B Petitions**

International Scholars Operations

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| The U.S. Department of Labor requires documentation of the "actual wage." The actual wage is the wage rate paid by the appointing unit to all other individuals with experience and qualifications similar to those of the H-1B beneficiary for the specific employment in question; this rate can be expressed as a range. In situations where there are no other employees in the appointing unit with qualifications and duties similar to the H-1B beneficiary, the actual wage is the salary offered to the H-1B beneficiary. In determining the actual wage, the appointing unit may take into consideration objective factors including experience, qualifications, education, job responsibility and function, specialized knowledge, and other legitimate business factors. *Note: This Actual Wage Memorandum will be maintained in a public access file in Academic Personnel for disclosure upon request. The appointing unit alone is responsible for ensuring that all statements attested to on this Memorandum are accurate; the unit will be contacted by International Scholars Operations only if the information given appears to be incomplete.* |

*Appointing Unit\*:* Enter the name of the appointing school, college, department, division or program.

*\*The appointing unit is the most meaningful unit for comparison.*

*Name of H-1B Beneficiary:* Family name/surname, First name/given name Middle initial (if any)

*Appointment/Position Title:* Enter the official title *(Workday Job Profile for staff)*

*Annual Salary Offered:* $XX,XXX

**Check one and provide the requested information:**

***There are no current employees in the appointing unit*** *with the same job title as the H-1B beneficiary who have experience, qualifications, education, specialized knowledge, responsibilities and duties similar to the beneficiary. The actual wage is therefore the salary offered to the beneficiary.*

Explain how the beneficiary’s experience, qualifications, education, specialized knowledge, responsibilities and duties are unique. For example, "Doctor X is the only Y in the Department of Z who has specialized experience in A, B, and C techniques."

***There are current employees in the appointing unit*** *with the same job title as the H-1B beneficiary who have experience, qualifications, education, specialized knowledge, responsibilities and duties similar to the beneficiary. The actual wage is therefore the rate paid to those employees.* ***(Go to Page 2.)***

1. *Number of similar employees in the appointing unit (excluding the beneficiary):*  Enter your response
2. *Salary range of similar employees (excluding the beneficiary) in the appointing unit:*   
   $Lower end of the salary range to $Higher end of the salary range per year.  
   **(The beneficiary must receive a salary within this range.)**
3. *Below is a list of all similar employees.* ***(If you need more space, use Page 3.)***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | | **Offered Salary** | **Highest Degree Earned** | **School of Degree** | **Field of Study** | **Year Degree Earned** | **Factors That Justify Wage Differences\*** |
| *Beneficiary* | | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *Similar employees* | | **Salary** |  |  |  |  |  |
| *Ex. John Doe* | | *$32,000* | *M.S.* | *University of Whosits* | *Esoterics* | *2004* | *Has 2 years less experience than beneficiary; lacks advanced esoterics license.* |
| *1.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *2.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *3.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *4.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |

*\* Permissible factors include: education, experience, skills/specialized knowledge, job responsibilities and duties, publications, license/certification, and other “legitimate business factors.”*

My signature certifies that the above information is true and correct to the best of my knowledge and that the salary offered is within the range of wages paid to all employees working in the appointing unit whose experience, qualifications, education, specialized knowledge, responsibilities and duties are similar to those of the H-1B beneficiary, and that I am able to explain the means by which the beneficiary's wage was decided/derived.

I also certify that the beneficiary will receive benefits on the same basis, and in accordance with the same criteria, as the appointing unit offers to employees who are U.S. citizens.

First and last name

*Department Chair/Program Director/Administrative Unit Head* *Signature* *Date*

First and last name

*VP/Dean/Chancellor* *Signature* *Date*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | | **Offered Salary** | **Highest Degree Earned** | **School of Degree** | **Field of Study** | **Year Degree Earned** | **Factors That Justify Wage Differences\*** |
| *Beneficiary* | | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *Similar employees* | | **Salary** |  |  |  |  |  |
| *Ex. John Doe* | | *$32,000* | *M.S.* | *University of Whosits* | *Esoterics* | *2004* | *Has 2 years less experience than beneficiary; lacks advanced esoterics license.* |
| *5.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *6.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *7.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *8.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *9.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *10.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *11.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *12.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *13.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *14.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *15.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |
| *16.* | First and last name | $XX,XXX | Degree | Granting institution | Field of study | YYYY | Differential factors |

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