**Prevailing Wage Intake Form – H-1B / E-3**

International Scholars Operations (ISO)

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

*UW Appointment/Job Title:*Enter the official title

**Please note: This form is not necessary for visa requests for members of the UW Residents and Fellows Physicians Union, the UAW Postdoctoral Scholars, or other positions covered by a collective bargaining agreement**.

*Your Name:*First and last name

*Your Title:* Enter your official title

*Your UW academic/administrative unit*: Enter your UW unit

*Unit representative preparing this form*

ISO needs this information to perform a prevailing wage “self-determination” to support H-1B sponsorship for this position. The ISO advisor will assign a “prevailing wage” based on the average wages paid to similarly-employed workers in the occupation in the geographic area of intended employment. ISO may also submit an Application for a Prevailing Wage Determination (Form ETA-9141) to the Department of Labor for this position. See [Wage Requirements](https://ap.washington.edu/ahr/visas/h1b/wage-requirements/) for more information.

**When answering these questions, identify *minimum* and *essential* job requirements only. Do not list items that are “desired” or “preferred.” Overstating the position’s requirements or job duties may result in monetary and/or legal liabilities to the University of Washington.**

Note that you are describing the ***position*** and not the ***person*** selected to fill the position. If there was a published advertisement or position description, provide answers consistent with those.

1. *What is the offered wage for the position?*

*Wage per Month:* $X,XXX.XX

*Wage per Year (based on* [*academic service period*](https://ap.washington.edu/ahr/actions/service-periods/)*, if applicable):* $XX,XXX.XX

1. ***Describe the job duties in detail using layman’s terms****. Use appointment titles instead of specific faculty names. Explain any abbreviations or acronyms.* ***Include****:*
* *Research goals and research to be performed;*
* *Techniques and tools to be used (this includes any non-standard software or hardware, programming languages, testing protocols, research equipment, and other technical details);*
* *If the position involves instruction in a laboratory setting, describe instruction to be performed; and*

Enter description of the job duties in detail using layman's terms, following the guidelines above

1. *Will this position have any teaching duties?* ***Select only one:***

[ ]  NO.

[ ]  NO, but will provide guidance/mentorship in a research lab or clinical setting.

[ ]  YES, will provide instruction in a hospital setting **beyond** what is normally incidental to clinical patient care in a teaching hospital.

[ ]  YES, as no more than 10% of their job duties, as a guest lecturer.

[ ]  YES, as more than 10% of their job duties, as guest lecturer the following course(s): Click or tap here to enter text.

[ ]  YES, as instructor of record for the following course(s): Click or tap here to enter text.

1. *Will the position supervise the work of other employees? [ ]* YES [ ]  NO

*In this context, "supervise" means exercise supervisory authority (authority to hire, fire, lay off, transfer, promote, discipline, train, schedule, assign, and/or evaluate employees).*

*If YES:*

*How many employees will the position supervise?* Enter the number of employees

*What is/are the job title(s) of the employees being supervised?* Enter the official title(s)

*Note: Do not include students the foreign national will supervise or mentor or graduate student employees assigned by the unit to the foreign national.*

1. *What is the minimum degree requirement (or foreign degree equivalent)?*

Enter the minimum degree requirement

1. *If more than one degree is required (e.g., “M.D. and Ph.D.”), list all:*

Enter all required degrees, if more than one

1. *For the required degree listed above, indicate all major field(s) of study acceptable (e.g., “biology or biochemistry”).*

*Do not include any post-degree specializations. Ensure the field of the foreign national’s degree is among those listed as acceptable.*

Enter all major field(s) of study acceptable in the required degree

1. *Is training* ***required*** *to perform the job?*

*[ ]* YES [ ]  NO

*If YES, specify the following: Months of Training:* XX

 *Field of Training:* Enter the official field name

*Note: Training includes vocational courses, apprenticeships, and similar activities. Training does not include learning that was part of a degree listed above. It also does not include orientation. Training includes medical residencies/fellowships only if there is a required duration that is fixed in both U.S. and international residency/fellowship programs in the specialty; otherwise, enter it below in question 10.*

1. *Is employment experience (essential experience in prior jobs)* ***required*** *for this position?*

*[ ]* YES [ ]  NO

*If YES, specify the following: Months of Experience:* XX

 *Occupation:*Enter the official occupation

1. *List any other special requirements (e.g., professional license/certification, foreign language proficiency, board certification or board eligibility, etc.).*

Enter any other special requirements

*Note: List only those special requirements that are necessary to perform the duties of this job competently. Do not duplicate requirements listed elsewhere on this form. Here you may list specific skills that could have been gained in either a degree program or through a prior job. Include medical residencies, fellowships, and other specialty training if there is no specific duration of training required; otherwise, enter the residency or other training in question 9 above.*

1. *Do you have documentation evidencing that the foreign national currently possesses qualifications meeting the requirements listed in questions 6-11 above?*

 *[ ]* YES [ ]  NO

*If NO, explain:* Explain why you do not have documentation

*Note: ISO will need documentation that the foreign national has fulfilled all requirements in order to file further steps of the H-1B process with U.S. Citizenship and Immigration Services.*

1. *What is the job title of the position’s supervisor (e.g., department chair or professor)?*

Enter the official title

1. *If there is a particular* [*Standard Occupational Category*](https://www.onetonline.org/) *that you believe applies to this position, list it here:* Click or tap here to enter text.
2. *Is travel required to perform the job?*

[ ]  NO  *[ ]* YES *If YES, explain. Specify if there is only occasional travel to professional meetings or conferences. If there will be regular, recurring travel to specific sites, please give the addresses for those sites.* Enter travel required to perform the job

1. *Street addresses, including name, county, and zip code, where the employment will be performed.*

***List all locations*** *and expected dates at each location.*

 Enter the worksite names and street addresses, including county and zip code, where the employment will be performed