Actual Wage Statement for H-1B & E-3 Petitions

*The U.S. Department of Labor requires documentation of the “actual wage” paid to an H-1B or E-3 status beneficiary, and of the wages paid to all other similarly employed (same job title) employees in the hiring unit. The actual wage may be expressed as a range taking into account experience, qualification, education, job responsibilities and other legitimate business factors. This form will be used to file a Labor Condition Application with the U.S. Department of Labor in support of the H-1B petition filed for your department. This actual wage statement will be maintained in a public access file in the Division of Global Engagement for disclosure upon request in accordance with 20 CFR § 655*

**Hiring/Appointing Unit:** Click or tap here to enter text.

**H-1B Beneficiary**

|  |  |
| --- | --- |
| Name:  |  |
| Position Rank/Title: Click or tap here to enter text. | Employment Start Date (mm/dd/yyyy): Click or tap to enter a date. |
|  | Highest Degree Required: [ ]  Bachelors [ ]  Masters [ ]  PhD |
| [ ]  9-month [ ]  12-month appointment | Benefits Eligible: [ ]  Yes [ ]  No |
| Percentage of full-time (FTE):  | The position is represented by a collective bargaining agreement (union): [ ] No [ ]  Yes – union name: Click or tap here to enter text. |
| Wage Offered: $ |  |
| In determining the wage for this position, the following factors were considered (check all that apply):  |
| [ ]  Degree earned (including the level of education, area of specialization and any educational achievements) | [ ]  Experience (including previous work experience, the depth and breadth of such experience and special achievements) |
| [ ]  Job responsibility and function | [ ]  Possession of specialized knowledge, skills, or training |
| [ ]  Current market and other legitimate business factors | [ ]  Other (describe): Click or tap here to enter text. |

**Other similar employees in the hiring/appointing unit**

[ ]  There are no current employees in the hiring/appointing unit with the same job title/rank as the H-1B beneficiary.

[ ]  There are other employees in the hiring/appointing unit with the same job title/rank as the beneficiary. All similar employees are listed below.

|  |
| --- |
| **Beneficiary** |
| Employee Name | Rank/Title | Position Begin Date | Wage (1.0 FTE) | Factors Determining Wage |
|  |  |  |  | Variety of relevant factors (education, experience, knowledge) |
| Employee Name |  |  |  | Factors That Justify Wage Differences \* |
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*\* Permissible factors include: education, experience skills/specialized knowledge, job responsibilities and duties, publications, license/certification, and other legitimate business factors. “LIMITED GRANT FUNDING” OR “MARKET CONDITIONS” ARE NOT LEGITIMATE FACTORS FOR LESSER PAY PER FEDERAL REGULATIONS.*

I certify that the above information is true and complete to the best of my knowledge, and that the salary offered is within the range of wages paid to all employees working in the hiring/appointing unit whose experience, qualifications, education, specialized knowledge, job responsibilities and duties are similar to those of the H-1B beneficiary. If required to do so, I am able to explain and document the means by which the beneficiary’s wage was determined.

I also certify that the beneficiary will receive university benefits on the same basis, and in accordance with the same criteria, as all other employees at the university who are U.S citizens.

Click or tap here to enter text.

Department Manager or Department Head Signature Date

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