

COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE

Prevailing Wage Request Form

The Department of Homeland Security requires that the employer determine the prevailing wage for the position offered to an H-1B or E-3 applicant. This is done by finding a survey or, more usually, requesting a prevailing wage determination from the New York State Department of Labor. In order to request the prevailing wage determination from New York State, the following information is needed. Please include a copy of the job description as posted by Columbia University Human Resources. Note that the education and experience should describe the minimum required for the *position*, not the applicant's experience. For example, post doc positions at Columbia University require a Ph.D. but no experience beyond the Ph.D.

Department _____ Contact Person _____ Tel. # _____

1. Name of Applicant _____

2. Address where Applicant will Work _____

3. Title of position at Columbia _____

4. Title of immediate supervisor _____

5. Salary of applicant _____

6. Full time or part time _____ 7. Number of hours worked per week _____

8. Number of employees applicant will supervise _____

9. Title of employees supervised by applicant _____

JOB DESCRIPTION: _____

EDUCATION: Highest grade required _____

Highest degree required _____

Specialty _____

EXPERIENCE: Specialty _____

Number of years required _____

Signature of Person with Hiring Authority

Date