



H-1B Supplement

Request for H-1B petition to be filed on behalf of prospective employee
To be Completed by Department and submitted with Form A

International Students & Scholars Office ♦ 888 Commonwealth Avenue, Second Floor ♦ Boston, Massachusetts ♦ 02215
 Telephone: 617/353-3565 ♦ issosch@bu.edu ♦ www.bu.edu/isso ♦ Facsimile: 617/358-1170

Purpose: The H-1B Supplement (page 2) is used by the ISSO to describe the minimum educational, training and work experience requirements of a job title for the purpose of obtaining a Prevailing Wage Determination from the US Department of Labor. Hiring departments should refer to the chart below when preparing the H-1B Supplement to make certain they are describing only the minimum qualifications needed to perform in this position. The Prevailing Wage Determination is specific to the job described, not the individual. Do not simply list the applicant’s qualifications. The more experience and education required, the higher the US Department of Labor Prevailing Wage Determination.

The Actual Wage Documentation (page 3) is used by the ISSO to document for US Department of Labor audit purposes how the wage offered to a particular applicant has been determined in comparison with other similarly employed individuals within the same department, office or work unit. This form should list the BU ID and salary for all persons with the same title within the same department, office or unit. The hiring department should also indicate factors considered in determining the H-1B applicant’s salary in comparison with similarly employed persons.

Minimum Job Requirements for Immigration Sponsorship by BU Academic Title

Partial list of academic titles includes academic ranks most commonly used in immigration processing. Minimum job requirements per academic ranks as determined by the ISSO for the purpose of US Department of Labor requirements for H-1B immigration sponsorship.

BU STAFF POSITIONS –

Minimum requirements for immigration processing will be based on official Human Resources-approved **Job Description**. Please attach a copy of the Job Description to this form for ISSO review.

FACULTY TITLES- Based on guidance outlined in the BU Faculty Handbook:

BU Academic Title	Minimum Education Highest Degree Required	Minimum Years of Training	Minimum Years of Work Experience		Special Requirements
			Required Experience in Job Offered	Required Experience in Related Occupation	
Lecturer	Masters *	N/A	N/A	N/A	N/A
Senior Lecturer	Masters *	N/A	N/A	+ 5 years	N/A
Master Lecturer	Masters *	N/A	N/A	+ 10 years	N/A
Instructor (CRC)	Masters *	N/A	N/A	N/A	N/A
Instructor (MED)	Doctorate *	N/A	N/A	N/A	N/A
Assistant Professor	Doctorate *	N/A	N/A	N/A	N/A
Clinical Associate	MD/DMD *	N/A	N/A	N/A	Medical License
Clinical Assistant Professor	MD/DMD *	varies	N/A	N/A	Medical License
Associate Professor	Doctorate *	N/A	N/A	+ 3 years	N/A
Clinical Associate Professor	MD/DMD *	varies	N/A	+ 3 years	Medical License

* Or U.S. academic equivalent in specified field of study.

RESEARCH TITLES – Based on job descriptions found in the Academic Research Job Family Matrix:

BU Academic Title	Minimum Education Highest Degree Required	Minimum Years of Training	Minimum Years of Work Experience		Special Requirements
			Required Experience in Job Offered	Required Experience in Related Occupation	
Research Fellow	Masters *	N/A	N/A	N/A	N/A
Postdoctoral Associate	Doctorate *	N/A	N/A	N/A	N/A
Senior Postdoctoral Associate	Doctorate *	N/A	N/A	+ 3 years	N/A
Research Scientist/ Research Engineer/ Staff Researcher	Doctorate *	N/A	N/A	N/A	N/A
Sr. Research Scientist/ Sr. Research Engineer/ Sr. Staff Researcher	Doctorate *	N/A	N/A	+ 5 years	N/A

* Or U.S. academic equivalent in specified field of study.

A. BU Hiring Department/Office Information				
Hiring Department or Academic Office: _____				
BU Host / Supervisor Name: _____		Department / Office Contact Name: _____		
B. Scholar Name				
Last Name / Family Name / Surname: _____	First Name / Given Name: _____		Middle Name(s), if applicable: _____	
C. Additional Appointment Information				
Boston University Academic Appointment or Job Title: _____		Title (not name) of immediate supervisor of this H-1B scholar: _____		
D. Job Duty Summary				
Principal Field of Teaching/Research or Employment: _____	Will H-1B employee serve as principal supervisor for any full-time employees (not students): _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If so, specify number of full-time employees this H-1B scholar will supervise: _____			
Describe in detail the job duties to be performed by employee. For teaching roles, include teaching fields. For research roles, include day-to-day description of research methodologies as well as scope/application of research. Include amount and type of supervision required.				
E. Minimum Job Requirements				
Please refer to the ISSO chart of Minimum Job Requirements for Immigration Sponsorship by BU Academic Title on page one of this supplement for guidance when completing the information requested below. The ISSO had developed this chart based on the Faculty Handbook and the Academic Research Job Family Matrix to determine the standard minimum educational requirements for the most common BU academic titles. For staff positions, please refer to or the HR Job Description.				
What are the minimum requirements for this position? List only the minimum qualifications needed to perform in this position; do NOT simply list the applicant's qualifications. The more experience and education required, the higher the US Department of Labor Prevailing Wage Determination.				
Education:	Major field(s) of study: _____ or closely related field			
Training (Does the position <u>require</u> specialized training in addition to the above education?) Refer to chart.	Number of years of training required: _____			
	Briefly describe the training required: _____			
Experience: (Does this position <u>require</u> experience in the job offered or in a related occupation?) Refer to chart.	Experience required in the job offered:	Years _____ Months _____	Experience required in related occupation:*	Years _____ Months _____
	* Specify occupation: _____			
Other Special Requirements: (Include Licenses, etc.)	_____			

A. BU Department Information

School / College (if applicable)	Campus:
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Hiring Department or Office:

B. Scholar Name

Last Name / Family Name / Surname:	First Name / Given Name:	Middle Name(s), if any
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C. Appointment Information

Boston University Academic Appointment or Job Title:	Appointment/Job Start Date (or <u>Extension Start Date</u>):	Appointment/Job End Date (or <u>Extension End Date</u>):
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D. Actual Wage Information

Salary offered to applicant: \$ _____	Salary range of employees with same title in accordance with chart below: \$ _____ to \$ _____	<input type="checkbox"/> There are no other employees in <u>this department or office</u> holding the same title. Therefore, no employees are listed below and the salary offered constitutes the "actual wage."
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Instructions: The information requested here is required by the Department of Labor for the *Public Access File* that will be kept in relation to this application. In the chart below, list all employees in same department, office or unit – including US citizens – with the same title as the applicant and complete all pertinent information. In the block below the chart, explain any variations in salaries (e.g., "Employee #3 has 6 years of experience at BU" or "Employee #8 has been granted two patents") This chart determines the "actual wage" (see definitions on page 2) paid in your department to those with the same title. If additional space is needed, please continue on a separate sheet.

BU ID #	Salary at Time of Hire	Current Salary	Hire Date	Highest Degree	Year Received
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Please explain any substantial or unclear variations in the salaries listed above. For Example, "Employee #3 has 6 years of experience at BU" or "Employee #8 has been granted two patents."

Which of the following factors were considered in determining the applicant's salary (please check all that apply): <table style="width:100%; margin-top: 10px;"> <tr> <td><input type="checkbox"/> Degree(s) earned</td> <td><input type="checkbox"/> Comparable rate of pay at similar institutions</td> </tr> <tr> <td><input type="checkbox"/> Previous work experience</td> <td><input type="checkbox"/> Premium to hire away from another institution</td> </tr> <tr> <td><input type="checkbox"/> Academic honors</td> <td><input type="checkbox"/> Particular skills this individual possesses</td> </tr> <tr> <td><input type="checkbox"/> Area of specialization</td> <td><input type="checkbox"/> Demonstrated decision-making ability</td> </tr> <tr> <td><input type="checkbox"/> Supervisory responsibilities</td> <td><input type="checkbox"/> Other _____</td> </tr> </table>	<input type="checkbox"/> Degree(s) earned	<input type="checkbox"/> Comparable rate of pay at similar institutions	<input type="checkbox"/> Previous work experience	<input type="checkbox"/> Premium to hire away from another institution	<input type="checkbox"/> Academic honors	<input type="checkbox"/> Particular skills this individual possesses	<input type="checkbox"/> Area of specialization	<input type="checkbox"/> Demonstrated decision-making ability	<input type="checkbox"/> Supervisory responsibilities	<input type="checkbox"/> Other _____	FOR ISSO USE ONLY Reviewed by: _____ Date: _____ Higher Wage is: <input type="checkbox"/> Actual Wage <input type="checkbox"/> Prevailing
<input type="checkbox"/> Degree(s) earned	<input type="checkbox"/> Comparable rate of pay at similar institutions										
<input type="checkbox"/> Previous work experience	<input type="checkbox"/> Premium to hire away from another institution										
<input type="checkbox"/> Academic honors	<input type="checkbox"/> Particular skills this individual possesses										
<input type="checkbox"/> Area of specialization	<input type="checkbox"/> Demonstrated decision-making ability										
<input type="checkbox"/> Supervisory responsibilities	<input type="checkbox"/> Other _____										

Department Chair or Host/Supervisor	_____	_____	_____
	Signature	Print Name	Date