



# H-1B Supplement

Request for Immigration Processing

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 ♦

This H-1B supplement must be completed and submitted as part of all H-1B processing requests. Please provide a detailed job description including specifics about the minimum education, training and work experience required for the requested appointment/position. The ISSO uses this information to obtain a Prevailing Wage Determination from the US Department of Labor (DOL), which is a required step in the H-1B process. The DOL requires that the stated minimums reflect the position itself (rather than the qualifications of an individual) so it is important that the described minimums reflect standard institutional minimums. Hiring departments should refer to the table below or the job description, as posted by Human Resources to determine Boston University's minimum requirements for the position.

We recommend that host departments keep the minimum degree and field requirements as narrow and focused as possible, because broad and/or multi-disciplinary positions may not satisfy H-1B requirements. In the event of an audit, the ISSO uses the Actual Wage Documentation (page 3) to document to the US Department of Labor 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. Please describe the determined minimums qualifications consistently on all forms and documentation submitted with the immigration processing request.

## Minimum Job Requirements for Immigration Processing by BU Title

Boston University's minimum job requirements per academic rank, listed below, are used by the ISSO to ensure compliance with 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 and any related job postings with the Request for Immigration Processing.

### 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. Employee Name**

Last Name / Family Name / Surname:	First Name / Given Name:	Middle Name(s), if applicable:
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**C. Additional Employment Information**

Boston University Academic Appointment or Job Title as reflected in SAP:

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Is this position governed by a Collective Bargaining Agreement (SEIU L508, SAG-AFTRA, etc.)?  
 No    Yes – Specify year of ratification or extension, as noted in governing agreement:

**D. Job Duty Summary**

Principal Field(s) of Teaching, Research or Employment:	Does this position require principal supervision for full-time employees (not students): <input type="checkbox"/> No <input type="checkbox"/> Yes – Specify how many:
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Describe in detail the job duties to be performed by employee. For teaching roles, include teaching fields and other appropriate administrative and research duties. 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**

Refer to the chart of **Minimum Job Requirements for Immigration Sponsorship by BU Title** (page one) to reflect standard institutional minimums for academic research and teaching positions. For staff positions, refer to the HR approved job description. List **only** the minimum qualifications; do not simply list the applicant’s qualifications as they may exceed BU’s minimum requirements. Requiring additional experience, education & supervision may result in a higher Prevailing Wage Determination.

<b>Education</b>	Degree Required: <input type="checkbox"/> Ph.D. <input type="checkbox"/> Masters <input type="checkbox"/> Bachelors <input type="checkbox"/> MD <input type="checkbox"/> DMD <input type="checkbox"/> Other: _____		
	Major field(s) of study: _____		
<b>Training</b> (Does the position <u>require</u> specialized training <b>in addition</b> to the above education?) <b>Refer to chart.</b>	Number of years of training: _____ (not including training obtained during formal education noted above)		
	Briefly describe the training required:		
<b>Experience:</b> (Does this position <u>require</u> experience in the job offered or in a related occupation?)	Experience required in the job offered:	Years _____ Months _____	Experience required in <b>related</b> occupation: * Years _____ Months _____
	* Specify occupation: _____		
<b>Other Special Requirements:</b> (Include Licenses, etc.)			

**A. BU Department Information**

School / College (if applicable):

Hiring Department or Office:

**B. Employee Name**

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

Boston University Academic Appointment or Job Title:	Appointment/Job Start Date (or <u>Extension</u> Start Date):	Appointment/Job End Date (or Extension End Date):
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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 this department or office holding the same title. Therefore, no employees are listed, and the salary offered constitutes the "actual wage."	<b>For positions governed by a Collective Bargaining Agreement ONLY:</b> Minimum Salary required per agreement:  \$ _____
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The information below is required by the DOL for the *Public Access File* associated with this application. List **all** employees in the same department, office or unit (including US citizens) with the same title & complete all pertinent information. Use the additional space to explain variations in salaries (e.g., "Employee #3 has 6 years of experience at BU" or "Employee #8 has been granted two patents"). For positions governed under a Collective Bargaining Agreement, use this space to explain any differences between the salary offered and the CBA determined minimum salary noted. If additional space is needed, please attach 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.					

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): <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 <input type="checkbox"/> Supervisory responsibilities <input type="checkbox"/> Other _____	<p style="text-align: center;"><b>FOR ISSO USE ONLY</b></p> Reviewed by: _____ Date: _____ Higher Wage is: <input type="checkbox"/> Actual Wage <input type="checkbox"/> Prevailing
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<b>Department Chair or Host/Supervisor</b>	Signature	Name	Date
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