

## INSTRUCTIONS FOR OBTAINING ACTUAL WAGE

1. On the reverse side of this sheet list all employees in your department who hold the same title as the one to be accorded to the H-1B applicant. Use additional sheets as needed.
2. Draw a single line through any person listed that you do not consider to be a peer of the H-1B applicant. Specific reasons why they should not be considered as peers. Reasons should relate to:
  - a. experience, length, type, relevancy, specialized knowledge;
  - b. education - degree(s), class rank, GPA, reputation of universities attended;
  - c. job responsibilities - are they similar with respect to major tasks, supervisory responsibilities;
  - d. other legitimate business factors - professional distinctions, awards, publications, documented meritorious performance.
3. Find the highest salary of the employees whose names have not been eliminated. This is the actual wage and is usually the salary that you will pay the H-1B applicant. You will be notified by the Office of International Affairs if we find that the prevailing wage is higher than the actual wage. If it is, you will need to pay the higher of the two wages.
4. Obtain departmental signatures as noted. Attach the original actual wage form to the H-1B departmental support memorandum and forward a copy of the form to the Office of International Affairs.