The information on this form should be the minimum requirements for the job, NOT what your potential H-1B/E-3 or permanent resident applicant possesses. If a PVL was posted for the position, all information included on this form should match the PVL listing. Please call IFSS with questions.

Part A. Employment Based Visa Information
Please update classification to the appropriate status you are requesting (ex: H-1B, E-3 or PERM), if needed.

Part B. Requestor Point of Contact Information
1-15. Leave as is (does not matter whose name from IFSS is listed here).

Part C. Employer Information
1-13. Leave as is.

Part D. Wage Processing Information
1-4b. Leave as is.

Part E. Job Offer Information
a. Job Description
   a.1. Insert the University’s official job title offered as it appears in the Unclassified Title Guidelines.
   a.2. Go to the Department of Labor Standard Occupational Classification Listing (SOC): http://stats.bls.gov/soc/major_groups.htm. Click the blue link that is most relevant to your field of study. Continue to click to find a specific title that best fits the position. If you think several codes may appropriate, list all codes and titles on this form that you feel are relevant.
   a.2a. List the corresponding occupational title from the SOC code(s). Again, if more than one occupational title seems appropriate, please send all suggestions to IFSS.
   a.3. Identify the immediate supervisor by title (i.e. Professor of Chemistry).
   a.4. Supervising means signing timesheets, evaluating performance, disciplining, etc. other permanent employees. In practice, few of our positions have actual supervisory responsibility.
   a.4a. If applicable, please indicate the number of employees supervised by this position.
   a.4b. If applicable, mark appropriately either Subordinate or Peer.
   a.5. This must match the position vacancy listing, if there was one done. Attachments are not acceptable to the DOL; therefore, do not state “See attached PVL.” If there is no PVL, then type several sentences to explain what duties and/or project this position will perform. Please avoid technical language, if possible.
   a.6. This does not include traveling for conferences or to a different building for teaching or research. If you think travel is required for the job, please contact IFSS.
   a.6a. Answer only if IFSS has confirmed the travel is required.

b. Minimum Job Requirements
b.1. Must be the minimum for the position and NOT what the individual possesses. Look at the PVL or the Unclassified Title Guidelines for assistance.

b.1a. Complete only if you choose “Other” in the field above with MD, JD, DVM or other applicable professional degree.

b.1b. The field of study is critical in making the determination. Please do not list the field of study your individual has; instead list the field or fields of study that are appropriate for the position. For example, chemistry, biochemistry or related field is an acceptable answer.

b.2. Leave as is. This should always be no. If you think the answer is yes, please contact IFSS.

b.2a. Answer only if IFSS has confirmed a second diploma/degree is required.

b.3. Most UW positions do not require training beyond the degree. Historically, the only positions that require training are those in the medical field (i.e. residency). If you think the answer is yes, please contact IFSS. When answering this question, do not duplicate requirements – the training required should not be counted as education or experience.

b.3a. Answer as appropriate based on b.3. above.

b.3b. Answer as appropriate based on b.3. above.

b.4. This refers to experience post degree. If the experience can be obtained as a student, then the answer is no. When answering this question, do not duplicate requirements – the experience required should not be counted as education or training.

b.4a. Answer as appropriate based on b.4. above.

b.4b. Answer as appropriate based on b.4. above.

b.5. Examples include: Wisconsin medical or veterinary license, board eligibility or certification, special clearance by government agencies, etc. Most UW positions do not have other special requirements. Contact IFSS if you have questions.

c. Place of Employment

c.1-6. Please list the mailing address and campus address where the individual will perform the work.

c.7. This refers to different cities in Wisconsin and/or the United States.

c.7a. Answer as appropriate based on c.7. above.

Part F. Prevailing Wage Determination

1-9. Leave as is.