



# DEPARTMENT QUESTIONNAIRE & CHECKLIST

## NONIMMIGRANT VISAS

H-1B

E-3

O-1

TN-1

(FY 2020)

Complete ONSCREEN & Submit ELECTRONICALLY  
NO HANDWRITTEN REQUESTS WILL BE PROCESSED.  
THANK YOU FOR YOUR COOPERATION!

TTUHSC Institutional Compliance  
Immigration Compliance & Services  
3601 4<sup>th</sup> Street, MS 8165  
Lubbock, TX 79430  
Phone: (806) 743-3949  
Email: [ICS@ttuhsc.edu](mailto:ICS@ttuhsc.edu)



DEPARTMENT GENERAL QUESTIONNAIRE (ALL VISA CATEGORIES)

Department Name:	
Department Contact:	Name: _____ Phone: _____ Email: _____@ttuhsc.edu



DEPARTMENT SPECIFIC QUESTIONNAIRE (FOR H-1B & E-3 ONLY)

**PREVAILING WAGE & ACTUAL DETERMINATIONS**

TTUHSC is responsible for certain record-keeping in accordance with the Department of Homeland Security and the Department of Labor regulations. All certified Labor Certification Application (LCA) must be maintained in a public access file for a specific period of time and ICS will maintain the public access file and obtain all documents required to be part of that file to ensure national's wages were assessed (e.g. an actual wage based on a formal pay scale or the prevailing wage based on external wage surveys or wage databases). The Department of Labor's Online Wage Library is used to determine the prevailing wage. Departments interested in viewing this database can find it at <http://icert.doleta.gov>.

**I. PREVAILING WAGE DETERMINATION:**

To assist ICS in obtaining an accurate prevailing wage determination, please provide the following information. Please be sure to provide only the **MINIMUM** requirements to perform the duties of the position. Note that the minimum requirements for the position are not the same as the employee's qualifications as the employee may have additional experience or qualifications.

EMPLOYEE'S NAME:	
JOB TITLE:	
MINIMUM EDUCATION REQUIRED (DEGREE & FIELD OF STUDY):	
MINIMUM YEARS OF EXPERIENCE REQUIRED:	
MINIMUM YEARS OR TRAINING NEEDED (AFTER DEGREE RECEIVED):	
OTHER SPECIAL REQUIREMENTS:	
PROPOSED SALARY:	

EXPORT CONTROLS CE

**II. ACTUAL WAGE DETERMINATION: (FOR H-1B & E-3 ONLY)**

The actual wage determination is the wage paid by the Department to all other employees (in the specific job position) with similar education, specialized knowledge, experience and qualifications. The Employee's salary must fall within the range of actual salaries and cannot be lower.

TTUHSC uses a formal salary structure; the Pay Plan, to create employee categories and wages. Other established salary structures are used for certain groups (e.g. AAMC Survey of Resident/Fellow Stipends and Benefits, or NRSA Stipend Levels (for postdocs).

Please indicate which established salary structure was used to determine the wages to be paid for this position:

TTUHSC Pay Plan (Human Resources)

GME Resident/Fellow Salary Plan (AAMC Survey for Resident/Fellow Stipend & Benefits)

AAMC Report on Medical School Faculty Compensation Survey

AACP Salary Database (Pharmacy Faculty Salaries)

**IF YOU DID NOT USE ANY OF THE ESTABLISHED SALARY STRUCTURES LISTED ABOVE, PLEASE CONTACT ICS AT ICS@TTUHSC.EDU**