



# Prevailing Wage Determination Form

**The information in this form will be used to complete the Labor Conditions Application and the I-129 application form (if applicable).**

**a. Job Description**

<b>1.</b> Job Title			
<b>2.</b> Number of hours of work per week			
<b>2a.</b> Hourly Work Schedule <i>(ex. Monday-Friday; 9:00am-5:00pm)</i>			
<b>2b.</b> Actual Wage			per
<b>3.</b> Job Title and Name of Supervisor for the Employee <i>(if applicable)</i>			
<b>4.</b> Does this position supervise the work of other employees? <i>(indicate yes only if this employee will have hire, fire, and disciplinary authority over any employee[s] not including student employees)</i>			
<b>4a.</b> If yes, number of employees worker will supervise (if applicable)			
<b>5.</b> Job duties – a description of the job duties to be performed.  <b>THIS VERBIAGE MUST BE IDENTICAL TO THE JOB DUTIES LISTED ON THE DEPARTMENT LETTER OF SUPPORT</b>			

## Prevailing Wage Determination Form (cont'd)

### b. Minimum Job Requirements

<b>1.</b> Education: minimum U.S. diploma/degree required	
<b>1a.</b> If "Other degree" in question 1, specify the diploma/ degree required	If other:
<b>1b.</b> Indicate the major(s) and/or field(s) of study required (May list more than one related major and more than one field)	
<b>2.</b> Does the employer require a second U.S. diploma/degree?	
<b>2a.</b> If "Yes" in question 2, indicate the second U.S. diploma/degree and the major(s) and/or field(s) of study required	
<b>3.</b> Is training for the job opportunity required?	
<b>4.</b> Is employment experience required?	
<b>4a.</b> If "Yes" in question 4, specify the number of months of experience required	
<b>4b.</b> Indicate the occupation required	
<b>5.</b> Special Requirements - List specific skills, licenses/certificates/certifications, and requirements of the job opportunity	

### c. Place of Employment Information

<b>1.</b> Worksite address 1 NYU Department Name	
<b>2.</b> Address 2 Street Address, Suite # or Floor	
<b>3.</b> Zip code	
<b>4.</b> Worksite location 2 (if working from home, please include scholar's remote address)	

## Prevailing Wage Determination Form (cont'd)

### d. Attestation and Signature

The information provided in this form will be used to complete official Department of Labor (DOL) and United States Citizenship and Immigration Service (USCIS) forms (if applicable). Incomplete or inaccurate information may result in processing delays, requests for further evidence (RFE) or denial of the petition.

I certify that I provided or authorized all the information in this form, I understand all of the information contained in, and submitted with, this form, and that all of this information is complete, true, and correct.

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Signatory Name

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Signature (electronic signatures accepted)

*Dept. Administrator/HR Administrator/Chair, etc. signature requested.*

*The signature may be anyone that is authorized to make these attestations.*

*This may be an electronic signature.*

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Date



## PREVAILING WAGE DETERMINATION FORM INSTRUCTIONS

The information on the prevailing wage determination form will be used to complete the Labor Condition Application (LCA) and the I-129 Application Form (if applicable).

Please ensure that all the information on this form is accurate and up to date.

**IF THE POSITION WAS ADVERTISED, PLEASE REFER TO THE AD WHEN COMPLETING FORM AND ATTACH A COPY OF IT TO YOUR E-MAIL.**

### a. Job Description

**1. Job Title** - Official University title

**2. Number of hours of work per week** (*If this is a part-time teaching job, please indicate contact hours/wk only*)

**2a. Hourly Work Schedule** (Most NYU jobs are considered 35 hours a week. Only put 40 if there is good reason to do so. A 40 hr/week job will yield a higher prevailing wage rate than a 35 hr/week job).

**2b. Actual Wage** (If part-time, state hourly rate. For teaching positions, figure in contact hours per week only)

**3. Job Title and Name of Supervisor for the Employee** (Enter the job title of the supervisor, e.g., Chair, Director, etc.)

**4. Does this position supervise the work of other employees?** (Indicate yes only if this employee will have hire, fire, and disciplinary authority over any employee[s] –not including student employees)

**4a. If “Yes,” number of employees the worker will supervise (if applicable).**

**5. Job Duties** (Describe primary duties of the position anyone must perform in this job. For tenured and tenure-track faculty, the standard description should include the subject matter they are teaching plus advising students, conducting research, writing scholarly publications, and providing service to the University)

### b. Minimum Job Requirements

**1. Education: Minimum US diploma degree required** (*Choose from drop-down*)

**1a. If “Other degree” in question 1, specify the diploma required** (*e.g., MD. If the answer to #1 was not “Other,” enter “N/A” for 1a*)

**1b. Indicate the major(s) and/or field(s) of study required.** (*Indicate whether the job requires one or two primary fields. If a variety of fields is acceptable, state the primary field(s) and write “or related field”*)

**2. Does the employer require a second U.S. diploma/degree?** (*Yes or No; the answer here would normally be “No”*)

**2a. If “Yes” in question 2, indicate appropriately.** (*If the answer to question 2 is “No,” enter “N/A”*)

**3. Is training for the job opportunity required?** (Yes or No. Per U.S. DOL, training may include, but is not limited to: programs, coursework, or training experience, other than employment. Do not duplicate requirements—the training required should not be counted as education or experience required. At NYU, the answer to this question is usually “No”.)

**4. Is employment experience required?** (Yes or No)

- For jobs that were advertised and experience was explicitly stated in months or years, state “Yes.”
- For jobs that were advertised and you know experience is required but the ad didn’t say so or the experience wasn’t quantified, answer “Yes.”
- For jobs not advertised answer whatever is appropriate.
- \*Note: Experience required will of course yield a higher prevailing wage so be sure to indicate the minimum.

**4a. If “Yes” in question 4, specify the number of months of experience required.** (If no experience, enter “0.” As a guideline, for faculty positions in FAS, if not otherwise indicated, we generally put “0” for Assistant Professor rank, “60 mos” [or 5 yrs] for Associate rank, and “84 mos” [or 7 yrs] for Professor rank. Required experience may vary according to School but remember to enter MINIMUM and to count an academic year for full-time faculty as 12 mos)

**4b. Indicate the occupation required.** (For faculty jobs, enter “postsecondary teaching.” If the answer to 4a is “No,” enter “N/A”)

**5. Special Requirements—List specific skills, licenses/certificates/certifications and requirement of the job opportunity.** (Only include additional skills or requirements as noted in a job ad. For foreign language teaching jobs, if fluency in the language taught is not indicated in the job ad, include it here)

#### **c. Place of Employment Information**

- 1. Worksite address 1** (Enter name of NYU School and Department)
- 2. Address 2** (Enter Dept’s street address)
- 3. Zip Code** (Enter zip code)

**If performing work at two sites, indicate the second address in this section as well.**

#### **d. Attestation and Signature**

**This section attests that the information in prevailing determination wage form is accurate and up-to-date. The signature ensures that all information in the form was reviewed by the appropriate department or HR entity, and certifies its accuracy.**