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**Internal Request Form for an H-1B Employee - UM St. Louis Departmental Form**

This application is for:

- New H-1B employment (first time on H-1B at UM-St. Louis)
- Continuation of previously approved H-1B employment without change
- Change in previously approved H-1B employment
- New concurrent H-1B employment

**Section A: Information about Individual Completing the Questionnaire**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

**Section B: General and Biographical Information about the Employee**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

**Section C: Information about the Offered Position**

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

For faculty positions: Is the position a tenure track faculty position?  yes  no  
 Has the employee already been granted tenure?  yes  no

Date position offered: \_\_\_\_\_ FTE equivalency (e.g., 1 FTE or 40 hours/week) \_\_\_\_\_

Annual Salary Offered: \_\_\_\_\_ Does the position include benefits?  yes  no

Term of Employment: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Brief description of duties to be performed:

\_\_\_\_\_

Minimum requirements of offered position:

\_\_\_\_\_

List employee's degrees, certifications, licenses, and years of experience in the field:

\_\_\_\_\_

Will the employee be employed in an on-campus actual work site? [ ] yes [ ] no

If no, where? \_\_\_\_\_

**Section D: Determination of Actual Wage for the Position**

1. What is the pay rate or pay range for other workers in the same position in the department who have the same level of education, experience, and skills as the alien employee? The salary offered to this H-1B applicant cannot be below this amount.

\_\_\_\_\_

2. If there is variation in the salaries of workers in the same job as that of the alien employee, specify and explain the factors that account for this variation (i.e. additional duties such as supervisory duties, differences in the number of publications produced, significant awards held, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Explain the system or factors used to determine the wage offered to the alien employee:

\_\_\_\_\_

\_\_\_\_\_

4. Explain the system used to evaluate the employee's performance and to provide for periodic pay increases:

\_\_\_\_\_

\_\_\_\_\_

I certify that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Department/Division Head

\_\_\_\_\_  
Date