PURDUE UNIVERSITY® | Office of International Students and Scholars

INTAKE: Request for Pre-Offer Prevailing Wage
May be submitted by Hiring Manager or Business Office
(Compensation – please submit the MyISS eform for all requests for pre-offer wage analyses for staff positions)

Request for Pre-Offer Prevailing Wage

❑ **"New Faculty" Searches for Faculty Lines approved on or after 09/2022**

- Do not submit this form. Immigration Wage Analyses are provided as part of the SuccessFactors Requisition Process, beginning September 2022. OIE ads ISS as an ad hoc approver to the requisition during the requisition approval chain. The wage threshold is inserted in the Requisition Comments (you may need to scroll down in the Comments field).

❑ **All Other Situations**

- *NOTE:*
  - A pre-offer analysis is optional – *it is not required before submitting the visa request to PISA.*
  - *A Pre-Offer Wage Analysis Request is appropriate only if an offer is not yet in process, pending with the candidate, or accepted. If an offer is in process, pending or accepted, please submit a visa request through PISA.*
- *Circumstances*
  - Faculty Search Waiver
  - Faculty Search where the original requisition did not include a wage analysis (*eg.* evergreen posting approved before 09/2022; failed faculty search originally approved prior to 09/2022, etc.)
  - Postdocs (needing H-1B or E-3 visa status sponsorship)
  - Lecturers (needing H-1B or E-3 visa status sponsorship)
  - Staff (needing H-1B or E-3 visa status sponsorship) – note: a draft position description *reviewed by Compensation* is required prior to submission of this form to ISS.
- *Request Process if you fit within one of the "other" circumstances listed above*
  - Complete this intake form
  - Submit to intlwage@purdue.edu, and attach the documents listed below

Intake for New Requests *(all fields required)*

Rank or Title of the Opportunity in Question		Target Wage or Target Wage Range	
Dept Name	**Dept Code**		**Requisition #** N/A (Search Waiver)
Staff Only: Job Family	**Staff Only: Career Stream**		**Success Factors Position Number***

*The Prevailing Wage may be done before a Position Number is assigned. However, if an offer is accepted and an immigration sponsorship is requested, a Position Number will be required at that time before any work on the immigration request can occur.

Details   ❑ **STAFF ONLY**   NOTE: You **must** provide a copy of the external posting notice / position description to **intlwage@purdue.edu**, *or*
    ❑ **FACULTY / LECTURER / POSTDOC ONLY**
      ❍ I am providing a copy of the external posting notice to **intlwage@purdue.edu**, *or*
      ❍ I am attaching a document with full details of the opportunity

Required Education Level: ❑ Bachelor's   ❑ DVM   ❑ Master's   ❑ Doctorate (PhD)   ❑ Other (explain below)

Required Education Fields: *(list all that are applicable)*

Candidate ❑ There is no candidate at this time   ❑ We have a tentative/chosen candidate (insert their name below. You *must* attach their CV)

Dated: _____   **Print Name:** _____   **Signed:** _____

Your Role in this Request: _____

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