

PLEASE COMPLETE ALL FIELDS; IF NOT APPLICABLE WRITE "N/A"

BENEFICIARY INFORMATION

Family Name

First Name

NU DEPARTMENT INFORMATION

NU Department

Administrative Contact

JOB INFORMATION

E-3 Job Title

Does this position supervise the work of other employees?

No

Yes

If yes, how many?

WORKING CONDITIONS

Will travel be required in order to perform the job duties?

No

Yes

If yes, please explain the travel requirements

Are there any other working conditions that affect the rate of pay?

No

Yes

If yes, please explain the working conditions:

DEGREE REQUIREMENTS

Minimum Degree Required

(If the position requires a bachelor's degree, please provide proof that this is required for the position at Northwestern University and across the industry in separate documents.)

Major Field of Study Required

Does the employer require a second U.S. diploma/degree?

No

Yes

If yes, please indicate the diploma/degree and major(s) and/or field(s) required:

EMPLOYMENT/TRAINING EXPERIENCE

Is training for the job opportunity required? No Yes

If yes, indicate the number of months **and** the field(s)/name(s) of training required

Is employment experience required? No Yes

(This is the number of years required for the position after completion of the required degree, not the amount of experience the prospective employee has.)

If yes, indicate the number of months **and** the occupation required

Other Special Requirements

(Please use separate document if necessary.)

DATES OF EMPLOYMENT

Start Date End Date

(Start/End Dates must match dates of employment on E-3 department intake form, official university position confirmation, and the offer letter.)

SALARY

Salary/year

NU HIRING PRINCIPAL INVESTIGATOR OR FACULTY SPONSOR

I hereby certify that the salary listed above for the beneficiary reflects the wage level paid to all other individuals with similar experience and qualification working in this department. If there is more than one wage paid, I am able to explain the reason(s) for this differential in wage rates. If required to do so, I am able to provide documentation which includes the names and payroll records of similarly employed individuals to the Department of Labor to verify these statements. Further, I understand that I must meet 100% of the determined wage in order for the IO to continue the E-3 process.

Hiring Sponsor First Name Middle Last

Please include middle name.

Hiring Sponsor Title

Signature Date