**Hiring Department Requirements:**

- **Actual Wage Memo Form** (to be used for H-1B Public Inspection File)
- **Actual Wage Explanation Form** (to be used potential DOL audit purposes only)

Note: As to Medical Residents, Fellows, or Employees within a bargaining unit (e.g. AAUP) only. The department need NOT fill out either the Actual Wage Memorandum or Explanation if they attach the current policy or contract that demonstrates that the salary or wage rate paid by UT is the same as all other employees with substantially similar experience and qualifications with the specific employment in question. Please attach support document that governs wages paid to these employees. (If employee is not Resident/Fellow or AAUP then department must fill out Actual Wage Memo and Explanation)

- **Export License Review Form** Department should sign, and then give to Employee to review and sign.
- **Department Form**
- **Offer Letter or Extension Letter for Position** (signed by a University Appointing Authority)
  - Letter signed by a University Appointing Authority offering employment and referencing start date, position title, and compensation.
  - Medical Residents & Fellows: this would be the Letter-of-Intent.

**Actual Degree Equivalency Memorandum**

If the degree that qualified the employee for the position was conferred by a non-U.S. university/college, then a statement (made in good faith) on University letterhead from Department chair or immediate supervisor, stating that this degree is equivalent to a similar degree awarded from a U.S. university/college.

- **Employee Form (signed) and all Employee Documentation**

When the Employee and Hiring Department have gathered all of the documents, please contact:

**Michael Mahon**  
Immigration Advisor  
The University of Toledo  
2801 W. Bancroft St., MS 120  
Toledo, OH 43606-3390  
(419) 530-4229 Phone  
(419) 530-4244 Fax  
Michael.mahon@utoledo.edu  

Hours: M-F 8:15 a.m.— 5:00 p.m. EST