

# H-1B Registration

A U.S. employer or agent (prospective petitioner) who seeks to obtain H-1B nonimmigrant classification on behalf of an individual subject to the H-1B numerical allocations will need to submit a registration during a designated registration period, unless the registration requirement is suspended by USCIS.

Prospective petitioners, or their attorneys or accredited representatives, may submit up to 250 registrations per submission.

The annual initial registration period will last a minimum of 14 calendar days and will start at least 14 calendar days before the earliest date on which H-1B cap-subject petitions may be filed for a particular fiscal year.

If a sufficient number of registrations projected as needed to reach the H-1B regular cap have not been received within the initial registration period, USCIS will notify all registrants who have properly registered that their registrations have been selected. USCIS will keep registration open past the initial registration period until USCIS has determined that it has received enough registrations projected as needed to meet the H-1B regular cap.

After the end of the initial registration period, if USCIS has received more registrations than needed to meet the projected number of registrations to reach the regular cap, we will randomly select a sufficient number of registrations. A similar process will apply for those who may be eligible for the advanced degree exemption. A Form I-129, Petition for a Nonimmigrant Worker, may then be filed by the petitioner based on a selected registration to request classification of the beneficiary as an H-1B worker.

## Before you start your registration

### Eligibility

A U.S. employer or agent may file H-1B cap petitions, and as such, will be required to submit an H-1B registration to be eligible to file the H-1B cap petition.

U.S. Employers: Person or entity in U.S. that:

- Engages a person to work in the U.S.;
- Has an employer-employee relationship with the beneficiary; and
- Has an EIN.

Agents: A U.S. individual or company in business as an agent may file an H-1B registration for workers who are traditionally self-employed or workers who use agents to arrange short-term employment on their behalf with numerous employers, and in cases where a foreign employer authorizes the agent to act on its behalf.

### Duplicates

A registrant (prospective petitioner) may only submit one registration per beneficiary in any fiscal year. If a registrant submits more than one registration per beneficiary in the same fiscal year, all registrations filed by that registrant related to the beneficiary for the fiscal year will be considered invalid.

### Fee

Fee: \$10 per registration

We will send you to Pay.gov, our safe, secure payment website, to make your payment and submit your registration(s) online. If your current document is incorrect due to a typographical or clerical error caused by USCIS, there is no fee.

#### Important Payment Requirements

When paying with check please be sure to enter the bank routing number and bank account number accurately. While the status of the registration in the system will indicate "submitted" following completion of the pay.gov payment process, the submission will only be valid once payment clears. If your checking information is not accurate your payment will be declined when presented to your financial institution. If your payment is declined your H1B registration will be cancelled.

If payment is completed with a credit card or debit card the status of the registration in the system will indicate "submitted" following completion of the pay.gov payment process. The submission, however, will only be valid once processing of the payment is completed. If the payment is later declined or disputed, the registration will be invalidated.

Money orders, certified bank checks and non-reloadable debit cards cannot be used as a form of payment in the Pay.gov system.

If you use a business checking account to make your payment please ensure that your institution does not restrict or block ACH Payments for this service. If your business checking account is restricted your payment will be declined. Your registration will be invalidated.

#### Refund Policy:

By completing this transaction, you agree that you have paid for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of an action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.

USCIS does not refund fees, regardless of any action we take on your application, petition, or request. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service. You further agree that the filing fee, biometric fee, and any other paid costs related to this financial transaction are final and not refundable. Please refer to the instructions for the form(s) you are filing for additional information or you may call the USCIS Contact Center at 800-375-5283. For TTY (deaf or hard of hearing) 800-767-1833.

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## Completing your registration online

### We will automatically save your responses

We will automatically save your information when you select next to go to a new page or navigate to another section of the registration system. We will save your draft information until the registration period closes.

### How to continue filling out your registration

After you start your registration(s), you can exit and sign in to your account again to continue where you left off.

#### DHS Privacy Notice

**AUTHORITIES:** The information requested on this form is collected under the Immigration and Nationality Act sections 101(a)(15)(H)(i)(b) and 214(a), (c)(1), (g); 8 U.S. Code 1301(a)(15)(H)(i)(b) and 1194(a), (c)(1), and (g); and the regulatory authority under 8 Code of Federal Regulations 214.2(h).

**PURPOSE:** The primary purpose for providing the requested information on this form is to register prospective beneficiaries for the annual H-1B cap selection process. DHS uses the provided information to select a projected number of registrations needed to generate a sufficient number of H-1B cap petitions to reach the annual H-1B numerical limitations, including the advanced degree exemption, and associate selected registrations with subsequently filed H-1B cap petitions. Unless the registration requirement is suspended, a prospective petitioner must have a selected registration to be eligible to file an H-1B cap petition for the named beneficiary.

**DISCLOSURE:** The information you provide is voluntary. However, failure to provide the requested information may preclude you from filing an H-1B cap petition on the named beneficiary's behalf.

**ROUTINE USES:** DHS may share the information you provide on this form and any additional requested evidence with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses described in the associated published system of records notices (DHS-USCIS-007 Benefits Information System) and the published privacy impact assessments (DHS/USCIS/PIA-034(a) H-1B Registration Final Rule) which you can find at [www.dhs.gov/privacy](http://www.dhs.gov/privacy). DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security.

#### Paperwork Reduction Act

An agency may not conduct or sponsor information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, gathering the required information, completing the application, preparing statements, and submitting the application electronically. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services  
Office of Policy and Strategy, Regulatory Coordination Division  
5900 Capital Gateway Drive, Mail Stop #2140  
Camp Springs, MD 20588-0009

Do not mail your completed H-1B registration to this address.

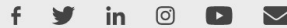
OMB No. 1615-0144  
Expires: 1/31/2022

#### Security Reminder

If you do not work on your form for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

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### What is the legal name of the prospective petitioning company or organization?

If filing as an individual prospective petitioner, provide the individual's legal name.

### What is the Doing Business As name of the prospective petitioning company or organization?

Doing Business As (DBA) name is the operating name of a company, as opposed to the legal name of the company.

The prospective petitioning company or organization does not have a Doing Business As name.

### What is the employer identification number (EIN) of the prospective petitioning company or organization?

If filing as an individual prospective petitioner, provide the prospective petitioner's individual IRS Tax Number (SSN or ITIN).

### What is the primary U.S. office address of the prospective petitioning company or organization?

USCIS notices will not be mailed to this address.

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

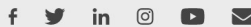
City or town

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Employer/agent

Authorized signatory

### What is the authorized signatory's legal name?

#### Given name (first name)

Authorized signatory does not have a first name.

#### Middle name

Authorized signatory does not have a middle name.

#### Family name (last name)

Authorized signatory does not have a last name.

### What is the authorized signatory's title?

### What is the authorized signatory's contact information?

#### Daytime phone number

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Authorized signatory

### What is the authorized signatory's legal name?

**!** You must provide at least a first or last name for the authorized signatory in order to submit the registration.

#### Given name (first name)

Authorized signatory does not have a first name.

#### Middle name

Authorized signatory does not have a middle name.

#### Family name (last name)

Authorized signatory does not have a last name.

### What is the authorized signatory's title?

### What is the authorized signatory's contact information?

#### Daytime phone number

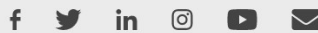
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Prospective petitioners, or their attorneys or accredited representatives, may submit up to 250 registrations per submission.

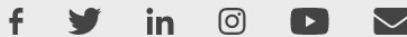
+ Add beneficiary

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Beneficiary information

Corporation ABC

Beneficiary Information

Prospective petitioners, or their attorneys or accredited representatives, may submit up to 250 registrations per submission.

What is the beneficiary's legal name?

Given name (first name)

Beneficiary does not have a first name.

Text input field for given name

Middle name

Beneficiary does not have a middle name.

Text input field for middle name

Family name (last name)

Beneficiary does not have a last name.

Text input field for family name

What is the beneficiary's gender?

- Male
Female

What is the beneficiary's date of birth?

MM/DD/YYYY date input field

Are you requesting consideration under the INA 214(g)(5)(C) advanced degree exemption because the beneficiary has earned, or will earn prior to the filing of the petition, a master's or higher degree from a U.S. institution of higher education?

- Yes
No

What is the beneficiary's country of birth?

Country of birth dropdown menu

What is the beneficiary's country of citizenship?

Country of citizenship dropdown menu

What is the beneficiary's passport number?

Beneficiary does not have a passport number.

Passport number text input field

Save entry Cancel buttons



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Beneficiary Information

Prospective petitioners, or their attorneys or accredited representatives, may submit up to 250 registrations per submission.

What is the beneficiary's legal name?

**You must provide at least a first or last name for the beneficiary in order to submit the registration.**

Given name (first name)

Beneficiary does not have a first name.

Middle name

Beneficiary does not have a middle name.

Family name (last name)

Beneficiary does not have a last name.

What is the beneficiary's gender?

- Male
- Female

What is the beneficiary's date of birth?

Are you requesting consideration under the INA 214(g)(5)(C) advanced degree exemption because the beneficiary has earned, or will earn prior to the filing of the petition, a master's or higher degree from a U.S. institution of higher education?

- Yes
- No

What is the beneficiary's country of birth?

What is the beneficiary's country of citizenship?

What is the beneficiary's passport number?

Beneficiary does not have a passport number.

Save entry

Cancel



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Prospective petitioners, or their attorneys or accredited representatives, may submit up to 250 registrations per submission.

+ Add another beneficiary

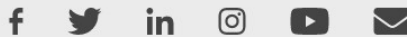
| Beneficiaries             | Action                                      |
|---------------------------|---------------------------------------------|
| Smith, John<br>09/01/1997 | <a href="#">Edit</a> <a href="#">Delete</a> |

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Prospective petitioners, or their attorneys or accredited representatives, may submit up to 250 registrations per submission.

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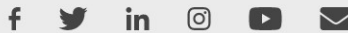
| Beneficiaries                    | Action                                      |
|----------------------------------|---------------------------------------------|
| Smith, John<br>09/01/1997        | <a href="#">Edit</a> <a href="#">Delete</a> |
| Johnson, Katherine<br>09/12/1994 | <a href="#">Edit</a> <a href="#">Delete</a> |
| Yoshi, Green<br>12/30/1995       | <a href="#">Edit</a> <a href="#">Delete</a> |
| Curie, Marie<br>07/07/1992       | <a href="#">Edit</a> <a href="#">Delete</a> |

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### Beneficiary Information

Prospective petitioners, or their attorneys or accredited representatives, may submit up to 250 registrations per submission.

 You have 250 Beneficiaries in this submission. You must file a new registration to add more beneficiaries for this registrant. ✕

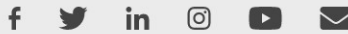
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Review

### Check your registration(s) before you submit

We will review your registration(s) to check for completeness before you submit it/them.

We encourage you to provide as many responses as you can throughout the registration(s), to the best of your knowledge. Missing information can slow down the review process after you submit your registration(s).

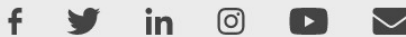
You can return to this page to review your registration(s) as many times as you want before you submit it/them.

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We will review your registration(s) to check for completeness before you submit it/them.

We encourage you to provide as many responses as you can throughout the registration(s), to the best of your knowledge. Missing information can slow down the review process after you submit your registration(s).

You can return to this page to review your registration(s) as many times as you want before you submit it/them.

#### Your fee

 Your submission filing fee is: \$xx.xx

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

#### Alerts and warning

You have one or more alerts based on the information you provided in your submission.

A green alert means you have completed all required fields and responses.

We found no alerts or warnings in your submission.

 We found no alerts or warnings in your application.

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## H-1B Registration Summary

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Here is a summary of all the information you provided in your submission. Make sure you are only submitting one registration for each beneficiary. Otherwise, all registrations filed by a registrant relating to the beneficiary for the fiscal year are invalid.

Make sure you have provided responses for everything that applies to you before you submit your registration(s). You can edit your responses by going to each registration section using the site navigation.

### About Registrant

#### Employer/Agent

Is someone assisting you with completing this application? **Yes**

Is a preparer assisting you with completing this application? **Yes**

Is an interpreter assisting you with completing this application? **Yes**

### About Beneficiary

#### Beneficiary Information

Is someone assisting you with completing this application? **Yes**

Is a preparer assisting you with completing this application? **Yes**

Is an interpreter assisting you with completing this application? **Yes**

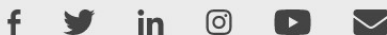
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## Authorized Signatory's Statement

- I can read and understand English, and have read and understand every question and instruction on this registration (or these registrations), as well as my answer to every question.

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U.S. Immigration & Customs Enforcement

U.S. Department of State Passports

White House

Vice Bulletin



## Authorized Signatory's Certification and Signature

You must read and agree to the certification below.



If submitting or authorizing this registration (or these registrations) on behalf of an organization, by my signature, I certify that I am authorized to do so by the organization.

I authorize release of information contained in this submission to other entities and persons where necessary for the administration and enforcement of U.S. immigration laws.

I further certify, under penalty of perjury, that I have reviewed this registration (or these registrations) and that all of the information contained in the submission is complete, true and correct and that I, or the organization on whose behalf this registration (or these registrations) is being submitted, intend to file an H-1B petition on behalf of the beneficiary named in each registration if the beneficiary is selected. I further certify that each registration represents a legitimate job offer.

I have read and agree to the authorized signatory's statement.

### Authorized signatory's signature

You must provide your electronic signature below by typing your full legal name. We may consider your registration to be invalid if you do not completely fill out and electronically sign this registration. We will record the date of your signature with your registration.

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### Pay for and submit your registrations(s)

The final step to submit your H-1B registration(s) is to pay the required fee.

Your submission fee is: \$XX.XX

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition, or request. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

If your registration fee is declined, rejected, or canceled after submission, USCIS will consider all registrations submitted in the transaction invalid.



We will send you to Pay.gov — our safe, secure payment website — to make your payment and submit your registration(s) online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

When you have paid your fee, your registration(s) will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen. You can track the status of your registration(s) through your USCIS online account.

Pay and submit



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- U.S. Immigration & Customs Enforcement
- U.S. Department of State



## You have successfully submitted your H-1B registration(s).

We will notify you when the selection process has ended. You can track the status of your registration(s) through your USCIS account.

Each beneficiary has been assigned a confirmation number. This number is only associated with the submitted registration and cannot be used to track case status using Case Status Online.

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