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H-1B Registration Tool

OMB control number 1615-0144

Edits in support of: Non-rule Revision Action

Non-Rule Revision: edits made

H-1B Registration Tool: Overview

Heading	Sub-Heading	Body Text	Revised body text
H-1B Registration		<p>U.S. employers or agents who seek 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.</p> <p>You may submit up to 250 beneficiaries for one registrant (employer/agent) per registration.</p> <p>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.</p> <p>If a sufficient number of registrations projected as needed to reach the H-1B regular cap have not been received within the 14 days initial registration period, we will notify all registrants who have properly registered that their registrations have been selected. We will keep the registration open past the initial registration period until we have determined that we have received enough registrations projected as needed to meet the H-1B regular cap.</p> <p>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 numerically limited cap exemption. A Form I-129, Petition for a Nonimmigrant Worker, may then be filed by the employer based on a selected registration to request classification of the beneficiary as an H-1B worker.</p>	<p>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.</p> <p>Prospective petitioners, or their attorneys or accredited representatives, may submit up to 250 registrations per submission.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Before you start your registration	Eligibility	<p>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.</p> <p>U.S. Employers: Person or entity in U.S. that:</p> <ul style="list-style-type: none"> - Engages a person to work in the U.S.; - Has an employer-employee relationship with the beneficiary; - and has an EIN. <p>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.</p>	<p>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.</p> <p>U.S. Employers: Person or entity in U.S. that:</p> <ul style="list-style-type: none"> - Engages a person to work in the U.S.; - Has an employer-employee relationship with the beneficiary; - and has an EIN. <p>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.</p>
	Duplicates	<p>A registrant (employer or agent) 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.</p>	<p>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.</p>
	Fee	<p>Fee: \$10 per registration</p> <p>We will send you to Pay.gov, our safe, secure payment website, to make your payment and submit your registration online. If your current document is incorrect due to a typographical or clerical error caused by USCIS, there is no fee.</p> <p>Refund Policy</p> <p>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.</p>	<p>Fee: \$10 per registration</p> <p>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.</p> <p>Important Payment Requirements</p> <p>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 H-1B registration will be cancelled.</p> <p>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.</p> <p>Money orders, certified bank checks and non-reloadable debit cards cannot be used as a form of payment in the Pay.gov system.</p> <p>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.</p> <p>Refund Policy</p> <p>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.</p> <p>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.</p>
Completing your registration online	We will automatically save your responses	<p>We will automatically save your information when you select next to go to a new page or navigate to another section of the registration. We will save your draft information until the registration period closes.</p>	<p>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.</p>
	How to continue filling out your registration	<p>After you start your registration, you can exit and sign in to your account again to continue where you left off.</p>	<p>After you start your registration(s), you can exit and sign in to your account again to continue where you left off.</p>
	DHS Privacy Notice	<p>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 1101(a)(15)(H)(i)(b) and 1184(a), (c)(1), and (g); and the regulatory authority under 8 Code of Federal Regulations 214.2(b).</p> <p>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 registrant must have a selected registration to be eligible to file an H-1B cap petition for the named beneficiary.</p> <p>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.</p> <p>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/PA-034)(a) H-1B Registration Final Rule) which you can find at www.dhs.gov/privacy. DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security.</p> <p>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 at 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:</p> <p>U.S. Citizenship and Immigration Services, Regulatory Coordination Division Office of Policy and Strategy 20 Massachusetts Ave NW Washington, DC 20529-2140</p> <p>Do not mail your completed H-1B registration to this address.</p> <p>OMB No. 1615-0144 Expires: 1/31/2022</p>	<p>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.</p> <p>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 at 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:</p> <p>U.S. Citizenship and Immigration Services Office of Policy and Strategy, Regulatory Coordination Division 5900 Capital Gateway Drive, Mail Stop #2140 Camp Springs, MD 20788-0009</p> <p>Do not mail your completed H-1B registration to this address.</p> <p>OMB No. 1615-0144 Expires: 1/31/2022</p>
	Paperwork Reduction Act	<p>U.S. Citizenship and Immigration Services, Regulatory Coordination Division Office of Policy and Strategy 20 Massachusetts Ave NW Washington, DC 20529-2140</p> <p>Do not mail your completed H-1B registration to this address.</p> <p>OMB No. 1615-0144 Expires: 1/31/2022</p>	<p>U.S. Citizenship and Immigration Services Office of Policy and Strategy, Regulatory Coordination Division 5900 Capital Gateway Drive, Mail Stop #2140 Camp Springs, MD 20788-0009</p> <p>Do not mail your completed H-1B registration to this address.</p> <p>OMB No. 1615-0144 Expires: 1/31/2022</p>

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H-1B Registration Tool: About Registrant

Step	Section	Question	Sub-Question	Revised Sub-Question	Field Type	Revised Field Type	Instructional Text	Revised Instructional Text	Help Text	Required/Optional	
About Registrant	Employer/Agent	What is the legal name of the prospective petitioning company or organization?			Text		If filing as an individual registrant, provide the individual's legal name.	If filing as an individual prospective petitioner , provide the individual's legal name.		Required	
					Text		Doing Business As (DBA) name is the operating name of a company, as opposed to the legal name of the company.			Optional	
				The prospective petitioning company or organization does not have a Doing Business As name.	Checkbox						
			What is the employer identification number (EIN) of the prospective petitioning company or organization?			Text		If filing as an individual registrant, provide the registrant's Individual IRS Tax Number (SSN or ITIN).	If filing as an individual prospective petitioner , provide the prospective petitioner's Individual IRS Tax Number (SSN or ITIN).		Required
		What is the primary U.S. office address of the prospective petitioning company or organization?	Address line 1	Text		USCIS notices will not be mailed to this address.		Street number and name	Required		
			Address line 2	Text				Apartment, suite, unit, or floor	Optional		
			City or town	Text					Required		
			State	Dropdown					Required		
			ZIP code	Text					Required		
		Authorized Signatory	What is the authorized signatory's legal name?	Given name (first name)	Text					Required	
Middle name (if applicable)	Text			Authorized Signatory does not have a first name.	Checkbox			Required			
Family name (last name)	Text			Authorized Signatory does not have a middle name.	Checkbox			Required			
	Text			Authorized Signatory does not have a last name.	Checkbox			Required			
What is the authorized signatory's title?											
What is the authorized signatory's contact information?	Daytime phone number	Text					Required				
	Email address	Text					Required				

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H-1B Registration Tool: About Beneficiary

Step	Section	Revised Section	Question	Sub-Question	Revised Sub-Question	Field Type	Revised Field Type	Instructional text	Revised instructional Text	Help Text	Required/Optional
About Beneficiary	Beneficiary Information							You may submit up to 250 beneficiaries for one registrant (employer/agent) per registration.	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)		Text					Required
				Beneficiary does not have a first name.		Checkbox					
				Middle Name		Text					Required
				Beneficiary does not have a middle name.		Checkbox					
				Family Name (last name)		Text					Required
					Beneficiary does not have a last name.		Checkbox				
			What is the beneficiary's gender?	Male/Female		Radio					Required
			What is the beneficiary's date of birth?	MM/DD/YYYY		Date					Required
			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		Radio					Required
			What is the beneficiary's country of birth?	Country		Dropdown					Required
			What is the beneficiary's country of citizenship?	Country		Dropdown					Required
			What is the beneficiary's passport number?			Text					Required
				Beneficiary does not have a passport number.		Checkbox					

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H-1B Registration Tool: Review and Submit

Step	Revised step	Section	Revised section	Instructional Text	Revised Instructional Text	Field Type	Instructional Text	Help Text	Required/Optional	Primary CTA
Review		Check your registration before you submit	Check your registration(s) before you submit	<p>Check your registration before you submit</p> <p>We will review your registration to check for completeness before you submit it.</p> <p>We encourage you to provide as many responses as you can throughout the registration, to the best of your knowledge. Missing information can slow down the review process after you submit your registration.</p> <p>You can return to this page to review your registration as many times as you want before you submit it.</p>	<p>Check your registration(s) before you submit</p> <p>We will review your registration(s) to check for completeness before you submit it/them.</p> <p>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).</p> <p>You can return to this page to review your registration(s) as many times as you want before you submit it/them.</p>					Next
		Your fee		<p>Your form filing fee is: \$XX.XX</p> <p>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.</p>	<p>Your submission filing fee is: \$XX.XX</p> <p>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.</p>					
		Alerts and warnings		<p>You have one or more alerts based on the information you provided in your registration.</p> <p>A green alert means you have completed all required fields and responses.</p> <p>We found no alerts or warnings in your registration.</p>	<p>You have one or more alerts based on the information you provided in your submission.</p> <p>A red alert means you have incomplete or incorrect responses to certain questions. You cannot submit your registration(s) with any alerts.</p> <p>A yellow warning means you may be missing information or may need to follow-up with us about your responses. You can still submit your registration, but some warnings may slow down the review process after you submit your registration(s).</p> <p>A green alert means you have completed all required fields and responses.</p> <p>We found no alerts or warnings in your submission.</p>					
Summary		H-1B Registration Summary		<p>Here is a summary of all the information you provided in your registration.</p> <p>Make sure you have provided responses for everything that applies to you before you submit your registration. You can edit your responses by going to each registration section using the site navigation.</p>	<p>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.</p> <p>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.</p>					Next
Authorized Signatory Signature		Authorized Signatory's Statement		<p>I can read and understand English, and have read and understand every question and instruction on this registration, as well as my answer to every question.</p>	<p>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.</p>	Checkbox	<p>You must read and agree to the statement below.</p>		Required	Next

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H-1B Registration Tool: Review and Submit

Step	Revised step	Section	Revised section	Instructional Text	Revised Instructional Text	Field Type	Instructional Text	Help Text	Required/Optional	Primary CTA
		Authorized Signatory's Certification and Signature		<p>If submitting or authorizing this registration on behalf of an organization, by my signature, I certify that I am authorized to do so by the organization.</p> <p>I authorize release of information contained in this registration to other entities and persons where necessary for the administration and enforcement of U.S. immigration laws.</p> <p>I further certify, under penalty of perjury, that I have reviewed this registration and that all of the information contained in the registration is complete, true and correct and that I, or the organization on whose behalf this registration is being submitted, intend to file an H-1B petition on behalf of the beneficiary named in this registration if the beneficiary is selected.</p>	<p>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.</p> <p>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.</p> <p>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.</p>		You must read and agree to the certification below.			
				I have read and agree to the authorized signatory's statement.		Checkbox			Required	
				Authorized Signatory's Signature					Required	Next
Payment				<p>The final step to submit your H-1B Registration is to pay the required fee.</p> <p>Your registration fee is: \$XX.XX</p> <p>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.</p>	<p>The final step to submit your H-1B registration(s) is to pay the required fee.</p> <p>Your submission fee is: \$XX.XX</p> <p>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.</p> <p>If your registration fee is declined, rejected, or canceled after submission, USCIS will consider all registrations submitted in the transaction invalid.</p>					
		Pay for and submit your registration	Pay for and submit your registration(s)	<p>We will send you to Pay.gov — our safe, secure payment website — to make your payment and submit your registration online.</p> <p>Here are the steps in the payment and submission process:</p> <ol style="list-style-type: none"> 1. Provide your billing information on Pay.gov 2. Provide your credit card or U.S. bank account information 3. Submit your payment <p>When you have paid your fee, your registration will be submitted.</p> <p>Pay.gov will redirect you to a uscis.gov confirmation screen. You</p>	<p>We will send you to Pay.gov — our safe, secure payment website — to make your payment and submit your registration(s) online.</p> <p>Here are the steps in the payment and submission process:</p> <ol style="list-style-type: none"> 1. Provide your billing information on Pay.gov 2. Provide your credit card or U.S. bank account information 3. Submit your payment <p>When you have paid your fee, your registration(s) will be submitted.</p> <p>Pay.gov will redirect you to a uscis.gov confirmation screen. You</p>			Required	Pay and submit	

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H-1B Registration Tool: Review and Submit

Step	Revised step	Section	Revised section	Instructional Text	Revised Instructional Text	Field Type	Instructional Text	Help Text	Required/Optional	Primary CTA
You have successfully submitted your H-1B Registration.	You have successfully submitted your H-1B registration(s).			<p>You have successfully submitted your H-1B Registration.</p> <p>We will notify you when the selection process has ended. You can track the status of your registration through your USCIS account.</p> <p>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.</p>	<p>You have successfully submitted your H-1B registration(s).</p> <p>We will notify you when the selection process has ended. You can track the status of your registration(s) through your USCIS account.</p> <p>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.</p>					Go to account home

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H-1B Alerts

Type	Alert Reason	Message	Where the alert exists
Red (hard stop)	User tries to add a beneficiary who does not have a first or last name to the beneficiary table	You must provide at least a first or last name for the beneficiary in order to submit the registration.	Beneficiary Information page
Red (hard stop)	User tries to add an authorized signatory who does not have a first or last name to the About Registrant page	You must provide at least a first or last name for the authorized signatory in order to submit the registration.	About Registrant page
Blue (Informative)	User has added 250 beneficiaries to their registration	You have 250 Beneficiaries in this submission. You must file a new registration to add more beneficiaries for this registrant.	Beneficiary Information page