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H-1B Registration Tool

OMB control number 1615-0144

Edits in support of: Modification of Registration Requirement for Petitioners Seeking To File Cap-Subject H-1B Petitions Final Rule (RIN 1615-AC61)

H-1B Selection Process Notice of Proposed Rulemaking: 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>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 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 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, USCIS will first select registrations generally based on the highest Occupational Employment Statistics (OES) wage levels that the proffered wages equal or exceed for the relevant Standard Occupational Classification (SOC) codes and area(s) of intended employment. A similar process will apply for those who may be eligible for the advanced degree exemption. This ranking process will not affect the order of selection as between the regular cap and the advanced degree exemption; the wage level ranking will occur first for the regular cap selection and then for the advanced degree exemption. A Form I-129, Petition for a Nonimmigrant Worker, may then be filed by the petitioner, during the applicable filing period, 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: Engages a person to work in the U.S.; Has an employer-employee relationship with the beneficiary; and Has an EIN.</p> <p>Agents: A U.S. individual or company in business as an agent may file an H1-B 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>	
	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 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>	
	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>	
	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(h).</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/PIA-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>	

H-1B Selection Process Notice of Proposed Rulemaking: edits made

H-1B Registration Tool: Overview

Heading	Sub-Heading	Body Text	Revised body text
	Paperwork Reduction Act	<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>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 50 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 20588-0009</p> <p>Do not mail your completed H-1B registration to this address.</p> <p>OMB No. 1615-0144 Expires: 1/31/2022</p>

H-1B Registration Tool: no edits

H-1B Registration Tool: About Registrant

Step	Section	Question	Sub-Question	Field Type	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.		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).	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	Required				
			Family name (last name)	Text	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					

H-1B Registration Tool: edits made

H-1B Registration Tool: About Beneficiary

Step	Section	Revised Section	Question	Revised 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.	You may submit up to 250 beneficiaries for one registrant (employer/agent) per submission.		
			What is the beneficiary's legal name?		Given Name (first name) Beneficiary does not have a first name.		Text Checkbox					Required
					Middle Name Beneficiary does not have a middle name.		Text Checkbox					Required
			What is the beneficiary's gender?		Family Name (last name) Male/Female		Text 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?		Beneficiary does not have a passport number.		Text Checkbox					Required
		Additional Information		As of the date of submission of this registration, what is the highest Occupational Employment Statistics (OES) wage level that the beneficiary's proffered wage equals or exceeds for the relevant Standard Occupational Classification (SOC) code in the area(s) of intended employment or other applicable corresponding wage level? (Select one).		[] Wage Level IV [] Wage Level III [] Wage Level II [] Wage Level I and below		Checkbox				Required
										The proffered wage is the wage that the employer intends to pay the beneficiary. The SOC code and area(s) of intended employment will be indicated on the LCA filed with the petition.		
										If using a private wage survey, select the highest OES wage level that the proffered wage equals or exceeds for the relevant Standard Occupational Classification (SOC) code in the area(s) of intended employment. If the proffered wage is less than the Level I OES wage, select the box for "Wage Level I and below."		
										If the beneficiary will work in multiple locations, or in multiple positions if the registrant is an agent, select the box for the lowest corresponding OES wage level that the proffered wage will equal or exceed.		
										If the relevant SOC code does not have current OES prevailing wage information available, follow U.S. Department of Labor guidance [link to 2009 DOL Policy Guidance] on prevailing wage determinations to determine and select the OES prevailing wage level that corresponds with the proffered position requirements.		

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H-1B Registration Tool: Review and Submit

Step	Section	Question	Revised question	Field Type	Instructional Text	Help Text	Required/Optional	Primary CTA
Review	Check your registration before you submit	Check your registration before you submit						Next
		<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>						
		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>					
Alerts and warnings		You have one or more alerts based on the information you provided in your registration.						
		A green alert means you have completed all required fields and responses.						
		We found no alerts or warnings in your registration.						
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>						Next
Authorized Signatory Signature	Authorized Signatory's Statement	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.		Checkbox	You must read and agree to the statement below.		Required	Next

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H-1B Registration Tool: Review and Submit

Step	Section	Question	Revised question	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 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. I further certify that each registration represents a legitimate job offer and that the proffered wage on the petition will equal or exceed the wage level on the applicable registration.</p>		You must read and agree to the certification below.			
		<p>I have read and agree to the authorized signatory's statement.</p> <p>Authorized Signatory's Signature</p>		Checkbox			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>						
	Pay for and submit your registration	<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 can track the status of your registration through your USCIS online account.</p>					Required	Pay and submit
You have successfully submitted your H-1B Registration.		<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>						Go to account home