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H-1B Registration Tool-015

OMB control number 1615-0144

Edits in support of: H-1B Skinny Final Rule

H-1B Registration Tool: Overview			
Heading	Sub-Heading	Text	Revised Text
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.	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. A petitioner may only submit one registration per beneficiary in any fiscal year. Each registration must identify, among other things, the beneficiary's name and valid passport or travel document information (including passport or travel document number, country of issuance, and expiration date). Each beneficiary may be registered under only one passport or travel document. 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 for unique beneficiaries 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 for unique beneficiaries have been selected. USCIS will keep registration open past the initial registration period until USCIS has determined that it has received enough registrations for unique beneficiaries projected as needed to meet the H-1B regular cap. After the end of the initial registration period, if USCIS has received more registrations for unique beneficiaries than needed to meet the projected number of registrations to reach the regular cap, we will randomly select a sufficient number of registrations for unique beneficiaries. A similar process will apply for those who may be eligible for the advanced degree exemption. Once USCIS selects a registration for a unique beneficiary, all registrations for that beneficiary will be selected and eligible to file a Form I-129, Petition for a Nonimmigrant Worker, to request classification of the beneficiary as an H-1B worker. USCIS may deny or revoke the approval of an H-1B petition if it determines that the fee associated with the registration is declined, not reconciled, disputed, or otherwise invalid after submission. The registration fee is non-refundable and due at the time the registration is submitted.
	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 the United States that: - Engages a person to work in the United States; - Has an employer-employee relationship with the beneficiary; and - Has an Internal Revenue Service (IRS) tax identification number. 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, or their authorized attorney or representative, submits more than one registration per beneficiary in the same fiscal year, all registrations filed by that registrant, or on their behalf by their authorized attorney or representative, related to the beneficiary for the fiscal year will be considered invalid.	A registrant (prospective petitioner) may only submit one registration per beneficiary in any fiscal year. If a registrant, or their authorized attorney or representative, submits more than one registration per beneficiary in the same fiscal year, all registrations filed by that registrant, or on their behalf by their authorized attorney or representative, related to the beneficiary for the fiscal year will be considered invalid, and USCIS may deny or revoke the approval of any petition filed for the beneficiary based on those registrations.
	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. 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(s) in the system will indicate “submitted’ following completion of the Pay.gov payment process, your H-1B registration(s) will be invalidated if the payment does not clear. If payment is completed with a credit card or debit card the status of the registration(s) in the system will indicate “submitted’ following completion of the Pay.gov payment process. However, your H-1B registration(s) will be invalidated if the payment does not clear or the payment is later declined or disputed. 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	

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Heading	Sub-Heading	Text	Revised Text
		USCIS Refund Policy USCIS does not refund fees, regardless of any action we take on your submission, 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. 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.	
Completing your registration online	We will automatically save your responses How to continue filling out your registration DHS Privacy Notice Paperwork Reduction Act	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 initial registration period closes. After you start your registration(s), you can exit and sign in to your account again to continue where you left off. 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). 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. DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security. 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 31 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: xx/xx/xxxx	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 36 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: xx/xx/xxxx

H-1B Registration Tool: About Registrant

Primary Nav	Secondary Nav	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 prospective petitioner, provide the individual's legal name.		Required
		What is the Doing Business As name of the prospective petitioning company or organization?		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 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
			Authorized signatory does not have a first name.	Checkbox			
			Middle name (if applicable)	Text			Required
			Authorized signatory does not have a middle name.	Checkbox			
			Family name (last name)	Text			Required
			Authorized signatory does not have a last name.	Checkbox			
		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: Review and Submit						
Primary Nav	Secondary Nav	Heading	Instructional Text	Revised Instructional Text	Field Type	Required/Optional
Review		Check your registration(s) before you submit	Check your registration(s) before you submit.	Check your registration(s) before you submit. It is important to ensure that all of the beneficiary’s biographic and passport or travel document information is entered correctly. If USCIS later determines that multiple registrations were submitted for the same beneficiary by the same or different registrants, but using different identifying information, USCIS may find all of those registrations invalid and deny or revoke the approval of any H-1B petition filed based on those registrations.		Next
			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).	We encourage you to provide as many responses as you can throughout the registration(s) to the best of your knowledge. The system will identify missing information, but will not verify the accuracy and completeness of the information.		
			You can return to this page to review your registration(s) as many times as you want before you submit it/them.	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 submission, 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 warnings	You have one or more alerts based on the information you provided in your submission.			
			A red alert means you have incomplete responses to certain questions. You cannot submit your registration(s) with any red alerts.			
			A yellow warning means duplicate registrations have been identified or the duplicate check process did not properly complete. Please review your registration(s) or attempt the duplicate check process again.			
			A green alert means you have completed all required fields and responses.			
			We found no alerts or warnings in your submission.			
Summary		H-1B Registration Summary	Here is a summary of all the information you provided in your submission. (delete)			Next
			You have until the initial registration period closes to log into your account, review all of your H-1B registrations, and delete any duplicates. If a prospective petitioner, or their authorized attorney or representative, submits more than one registration per beneficiary in the same fiscal year, all registrations for this particular beneficiary submitted by that prospective petitioner, or on their behalf by their authorized attorney or representative, will be considered invalid and removed from the selection process.			
			Please note, withdrawing an associated G-28 from a registration does not delete a submitted registration from the system. If a registrant and their representative each separately submit a registration for the same beneficiary, even by mistake, it will invalidate the registrations.			
			Invalidation of duplicate registrations may not be appealed.			
			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.			
			We also prepared a draft case snapshot with your responses, which you can download below.			
Authorized Signatory Signature		Authorized Signatory’s Statement	You must read and agree to the statement below.		Checkbox	Required
		Authorized Signatory’s Certification and Signature	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.			
			You must read and agree to the certification below.		Checkbox	Required
			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 this registration (or these registrations) reflects a legitimate job offer and that I, or the organization on whose behalf this registration (or these registrations) is being submitted, have not worked with, or agreed to work with, another registrant, petitioner, agent, or other individual or entity to submit a registration to unfairly increase chances of selection for the beneficiary or beneficiaries in this submission.			

H-1B Registration Tool: Review and Submit					
Primary Nav	Secondary Nav	Heading	Instructional Text	Revised Instructional Text	Field Type Required/Optional Primary CTA
			You must provide your electronic signature below by typing your full legal name. We may consider your registration(s) to be invalid if you do not completely fill out and electronically sign this submission. We will record the date of your signature with your registration(s).		RequiredNext
Payment		Pay for and submit your registration(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 submission, 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. If your payment is declined, rejected, disputed, or canceled after submission, USCIS will consider all registrations submitted in the transaction invalid. There is a transaction limit for credit cards for the FY 2024 H-1B cap of \$39,999.99, per credit card per day. Alternatively, you may pay now for your registrations using one of the following from a financial institution located in the United States: Different credit card; Checking account; or Debit card. 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.		RequiredPay and submit
		You have successfully submitted your H-1B registration(s).	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.		Go to account home

H-1B Registration Tool: 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 more than 250 registrations to their submission	You have 250 registrations in this submission. You must use a new submission to add more registrations for this registrant.	Beneficiary Information page
Blue (Informative)	User selects "delete" for one entry on the beneficiary table	Are you sure you want to delete this entry? First Name Middle Name Last Name DOB (CTA to Delete Entry or Cancel)	
Yellow (warning)	User clicks the "Check for duplicates" button and BenefitsHub returns one or more duplicate entries	The system has detected XX duplicates. When the initial registration period closes, we will automatically invalidate any duplicate registrations you submitted. To avoid this, you should manually delete any duplicates from your beneficiary list before the initial registration period closes by returning to the "Beneficiary information" page.	Check for Duplicates page
Yellow (warning)	User clicks the "Check for duplicates" button and there is an error in myUSCIS connecting to BenefitsHub and returning information	There was an error trying to check for duplicates. Please try again later.	Check for Duplicates page
Green (informative)	User clicks the "Check for duplicates" button and BenefitsHub returns no duplicate entries	No duplicates were found.	Check for Duplicates page
Yellow (warning)	User navigates to the Beneficiary Information page after checking for duplicates at which point BenefitsHub returned one or more duplicate entries	Duplicates have been found.	Beneficiary Information page
Yellow (warning)	User clicks the "Delete all duplicates" button and a pop-up modal displays	Are you sure you want to delete the identified duplicate(s)? This action cannot be undone. (Buttons to 'Yes, delete all duplicates' or 'Cancel')	Beneficiary Information page