USCIS H-1B ONLINE REGISTRATION FOR ATTORNEYS AND ACCREDITED REPRESENTATIVES

2/11/2020
myUSCIS makes immigration simpler

myUSCIS provides a personalized account to help you navigate the immigration process. On myUSCIS, you will find:

- Up-to-date information about the application process for immigration benefits;
- Tools to help you prepare for filing and help finding citizenship preparation classes; and
- Information to help explore your immigration options.

Try us on mobile

You can use myUSCIS anytime and on any device.
USCIS ONLINE ACCOUNT CREATION

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You can use myUSCIS anytime and on any device.

AILA Doc. No. 20021133. (Posted 2/11/20)
Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

You must provide your email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

Email

Email confirmation

Your email address is used to log in to your USCIS Account. All USCIS email communications will be sent to this address.

Sign Up

Already have an account?
Sign In

Legal
- Department of Homeland Security Consent
- DHS Privacy Notice
- Paper Reduction Act Burden Disclosure Notice
Two-Step Verification Method

Every time you log in, you will be given a verification code. What is your preferred method to receive your verification code?

- **Use an Authentication App**
  Retrieve codes from an authentication app (such as Authy or Google Authenticator) on your mobile device.

- **SMS Text Message**
  Receive a text message to your mobile device when signing in.

- **Email**
  Receive an Email when signing in.

You can use most Time-Based, One-Time Password (TOTP) applications for added security, which will ask you to enter a unique verification code generated by the selected application on your mobile device.

USCIS advises you to read the privacy policies of any application you use, especially if you share any personal information. USCIS is not responsible for the information collection practices of non-USCIS applications.

Submit
Two step verification successful.
USCIS ONLINE ACCOUNT CREATION

Account Type

Select an account type:

- **I am an applicant, petitioner, or requestor.**
  - USCIS only offers certain benefit types for online filing. Please refer to uscis.gov for further guidance.
  - You cannot file an H-1B Registration with this account type.

- **I am a Legal Representative.**
  - I am an attorney eligible to practice law in the United States.
  - I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.

- **I am an H-1B registrant.**
  - A registrant account can be used only to submit H-1B Registrations.
  - If you are an attorney or accredited representative that requires the submission of a Form G-28 and are submitting H-1B Registrations on behalf of an H-1B employer or agent, you must use a Legal Representative account.

Next
USCIS ONLINE ACCOUNT CREATION

Confirm that you are a representative

A representative must be:

An attorney

A person who is eligible to practice law in and a member in good standing of the bar of the highest courts of a U.S. state, possession, territory, commonwealth, or the District of Columbia.

An accredited representative

A person who is a representative of a qualified nonprofit religious, charitable, social service, or similar organization established in the United States, and is recognized by the Department of Justice in accordance with 8 CFR part 1292.

I am a representative

I am not a representative

AILA Doc. No. 20021133. (Posted 2/11/20)
USCIS ONLINE ACCOUNT CREATION

Link Your USCIS Account

- Accredited Representative
- Attorney

Online Access Code

Accreditation Date
MM/DD/YYYY

Create Account

AILA Doc. No. 20021133. (Posted 2/11/20)
Choose your role
Part 2 of 2

I am an:

- Attorney
- Accredited Representative
USCIS ONLINE ACCOUNT CREATION

Review and certify

Please review and certify this information by clicking the green button at the bottom of the page.

Personal information

First Name
John
Middle Name

Last Name
Smith

Mailing address

In care of (if any)

Country
United States

Address line 1
100 First Street

Address line 2
Suite 400

City or town
New York
State
New York
Zip code
10001

Accredited Representative information

Organization name
123 Company

Accreditation expiration date
03/14/2023

Contact information

Email address
example_representativeexample.com

Mobile phone number
We have no verified mobile phone number on record for you.

Daytime phone number
(212) 123-4567

Fax number
(111) 123-4567

Notification preferences
Email

Certify and submit

I certify, under penalty of perjury under the laws of the United States of America, that I am an accredited representative of an organization recognized by the Executive Office for Immigration Review, Board of Immigration Appeals (BIA) under Title 8 of the Code of Federal Regulations, part 266, and that the information I have provided for creation of my representative account is true and correct. I am not subject to any order of any court or administrative agency, suspending, terminating, retracting or otherwise restricting me in representing individuals seeking to file an application, petition, or request with the Department of Homeland Security, the immigration courts, or the BIA. I have read and understand the regulations and conditions contained in 8 CFR 105.2 and 292 governing appearances and representation before the Department of Homeland Security.

Finish

AILA Doc. No. 20021133. (Posted 2/11/20)
ADDING CLIENTS TO myUSCIS
ADDING CLIENTS TO myUSCIS

Add a Client

Once you add a client to your account, you will be able to file an online form, view case status updates, download notices, and continue to work on cases.

Select which type of client you want to add to your account.

- Person
- Company

Add client  Cancel
ADDING CLIENTS TO myUSCIS

Add a Client

Once you add a client to your account, you will be able to file an online form, view case status updates, download notices, and continue to work on their cases.

Select which type of client you want to add to your account.

- Person
- Company

What is your client’s name?

Company name: 456 Company

Doing Business As name (if applicable)

Add client
H-1B REGISTRATION

Start a Form
Who are you filing for?
Confirm the listed client name.

Client
456 Company
Add a new client

Select the form that you want to file online
Once you start the form, we will automatically save your information for 30 days following any update.
All listed forms include the G-28. If you are only adding representation for a previously filed form, select the G-28.

H-1B Registration
Start form  Cancel

AILA Doc. No. 20021133. (Posted 2/11/20)
H-1B REGISTRATION

H-1B Registration

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.

You may submit registrations for up to 250 beneficiaries for the same registrant (employer/agent) 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 14-day 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. 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.

Duplicates

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.

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 online. If your current document is incorrect due to a typographical or clerical error caused by USCIS, there is no fee.

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.

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 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.
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. We will save your draft information until the registration period closes.

How to continue filling out your registration

After you start your registration, 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)(F)(ii)(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 registrant 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.

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 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:

U.S. Citizenship and Immigration Services, Regulatory Coordination Division
Office of Policy and Strategy
20 Massachusetts Ave NW
Washington, DC 20529-2140

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

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

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

If filing as an individual registrant, list 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 registrant, provide the registrant’s Individual
IRS Tax Number (ITIN) or(TIN).

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 State ZIP code
REGISTRANT INFORMATION

What is the authorized signatory’s legal name?
- Given name (first name)
- Middle name (if applicable)
- Family name (last name)

What is the authorized signatory’s title?

What is the authorized signatory’s contact information?
- Daytime phone number
- Email address

AILA Doc. No. 20021133. (Posted 2/11/20)
Beneficiary Information

You may submit registrations for up to 250 beneficiaries for the same registrant (employer/agent) per submission.

+ Add beneficiary

Next

Back
<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary's legal name</td>
<td>Enter the legal name of the beneficiary.</td>
</tr>
<tr>
<td>Middle name</td>
<td>If the beneficiary has a middle name, enter it here.</td>
</tr>
<tr>
<td>First name</td>
<td>If the beneficiary has a first name, enter it here.</td>
</tr>
<tr>
<td>Gender</td>
<td>Enter the gender of the beneficiary.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Enter the date of birth (YYYY/MM/DD) of the beneficiary.</td>
</tr>
<tr>
<td>Country of Birth</td>
<td>Enter the country of birth.</td>
</tr>
<tr>
<td>Country of Citizenship</td>
<td>Enter the country of citizenship.</td>
</tr>
<tr>
<td>Passport Number</td>
<td>Enter the passport number of the beneficiary.</td>
</tr>
<tr>
<td>Exemption</td>
<td>Indicate if the beneficiary qualifies for a specific exemption.</td>
</tr>
</tbody>
</table>

Are you requesting consideration under the INA 214(g)(3)(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.
Beneficiary Information

You may submit as many beneficiaries as you would like for one registrant (employer/agent) per registration.

Add another beneficiary

Beneficiaries

First Person
01/23/1990

There is 1 beneficiary.

Next

<< Back
**BENEFICIARY INFORMATION**

You may submit as many beneficiaries as you would like for each registrant (employer/agent) per registration.

<table>
<thead>
<tr>
<th>Beneficiary</th>
<th>First Person</th>
<th>Second Person</th>
<th>Third Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>02/03/1980</td>
<td>12/03/1997</td>
<td>09/23/1964</td>
</tr>
</tbody>
</table>

There are 3 beneficiaries.

Next
Check your registration before you submit

We will review your registration to check for completeness before you submit it.

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.

You can return to this page to review your registration as many times as you want before you submit it.

Review registration

Back
Check your registration before you submit

We will review your registration to check for completeness before you submit it.

We encourage you to provide as many responses as you can throughout the registration to the best of your knowledge. Missing information can slow the review process after you submit your registration. You can return to this page to review your registration as many times as you want before you submit it.

Fee

Your form filing fee is $30.00

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.

Alerts and warnings

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

We found no alerts or warnings in your registration

Next
## H-1B Registration Summary

Here is a summary of all the information you provided in your registration.

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.

### About Registrant

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the legal name of the prospective petitioning company or organization?</td>
<td>456 Company</td>
</tr>
<tr>
<td>What is the Doing Business As name of the prospective petitioning company or organization?</td>
<td>X Company</td>
</tr>
<tr>
<td>What is the employer identification number (EIN) of the prospective petitioning company or organization?</td>
<td>9800000000</td>
</tr>
<tr>
<td>What is the primary U.S. office address of the prospective petitioning company or organization?</td>
<td>United States 260 Second Street Suite 900 New York, NY, 10021</td>
</tr>
</tbody>
</table>

**Authorized Signatory**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the authorized signatory’s legal name?</td>
<td>John Smith</td>
</tr>
<tr>
<td>What is the authorized signatory’s title?</td>
<td>Accredited Representative</td>
</tr>
<tr>
<td>What is the authorized signatory’s contact information?</td>
<td>(333) 333-3333</td>
</tr>
</tbody>
</table>

**Email address**

johnsmith@123.com
About Beneficiary

Beneficiary Information

Given name (first name) | First
Middle name | -
Family name (last name) | Person
What is the beneficiary's gender? | male
What is the beneficiary's date of birth? | 02/19/1980
What is the beneficiary's country of birth? | Uruguay
What is the beneficiary's country of citizenship? | Uruguay
What is the beneficiary's passport number? | 91919191919
Does the beneficiary have a master's or higher degree from a U.S. institution of higher education such that the beneficiary is eligible for the advanced degree exemption under INA 214(g)(5)(C)? | Yes
Representative’s Certification and Signature

You must read and agree to the certification below.

I certify, under penalty of perjury, that I prepared this registration on behalf of, at the request of, and with the express consent of the registrant. The registrant has reviewed this completed registration as prepared by me and informed me that all of the information in the registration is complete, true and correct.

☐ I have read and agreed to the representative’s statement.

Representative’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.

[Signature field]

Next
Finish the H-1B Registration and continue to the G-28

By finishing this form, we will prepare a draft H-1B Registration for your client to review and sign. If your client does not approve the information provided in the H-1B Registration, you will need to edit the information in the form, and resubmit it for your client’s review.

Next you will continue to the G-28. When you submit the G-28, we will give you a passcode for your client to add you as his or her representative in his or her USCIS online account. Once you are added, your client will have access to review the draft H-1B Registration and the draft G-28.
Notice of Entry of Appearance as Attorney or Accredited Representative

Before you start the G-28

Who should complete this form

You should only complete this form if you are an attorney or accredited representative as defined in 8 CFR 1.2 and 292.1(a)(2) or 1292.

Law students and graduates

If you are a law student or law graduate who is working under the direct supervision of an attorney or accredited representative, you will need to provide your name on the form.

Foreign attorneys

If you are an attorney not licensed to practice law in the United States, you should not use this form. Instead, you will need to file the Notice of Appearance as Attorney In Matters Outside the United States (G-28).

Other representatives

If you are seeking to appear as a representative as defined in 8 CFR 292.1(a)(2), you should not use this form. Instead, you will need to seek permission from USCIS to appear with your client.

After you complete the G-28

Your client adds you as his or her representative

After you complete the G-28 and provide your signature, we will give you a one-time passcode to give to your client. Your client will need to sign in to his or her USCIS account (or create a new one) and enter this code to officially add you as a representative.

Your client reviews and signs the G-28 (and his or her form, for new cases)

After you are finished filling out the G-28 and your client adds you as a representative, he or she will need to review the information provided in the form.

If all the information is correct, your client will accept the G-28 and then provide his or her signature. If the information is incorrect, your client will decline the G-28 and we will send it back to you to make updates. If you are also filing a new case for your client, your client will need to review the information provided in each form. He or she can accept or decline each form.

You submit and pay for your client’s online form (for new cases)

Once your client reviews and signs the online form, a link will appear on your account home page that takes you to a page to submit the G-28 along with your client’s online form, and pay the fee for your client’s form (if there is one).
Completing the G-28 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 form. We will save your information for 30 days from today, or from the last time you worked on your form.

USCIS Privacy Notice

AUTHORITIES: The information requested on this form is collected pursuant to 8 CFR parts 1.2 and section 1292.

PURPOSE: The primary purpose for providing the requested information on this form is to establish your eligibility to appear and act on behalf of a client. The information you provide will be used to designate you as an attorney or accredited representative.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent your ability to represent an individual or entity.

ROUTINE USES: The information will be used by and disclosed to DHS personnel and contractors or other agents who need the information to perform associated administrative functions. Additionally, DHS may share the information with other Federal, state, local government agencies and authorized organizations in accordance with approved routine uses, as described in the associated published system of records notices, DHS/USCIS-001 - Alien File and National File Tracking System, DHS/USCIS-007 - Benefits Information System, DHS/USCIS-010 - Asylum Information and Pre-Screening, DHS/USCIS-005 - Inter-Country Adoptions Security, DHS/USCIS-006 - Fraud Detection and National Security Records, and DHS/USCIS-017 - Refugee Case Processing and Security, as described in the published privacy impact assessments (DHS/USCIS/PA-015 - Computer Linked Application Information Management (CLAIMS 4) Update, DHS/USCIS/PA-016 - Computer Linked Application Information Management (CLAIMS 3), and Associated Systems, DHS/USCIS/PA-056 ELIS, DHS/USCIS/PA-071(a) - USCIS Asylum Division, DHS/USCIS/PA-030(b) Integrated Document Management Program, DHS/USCIS/PA-007(b) Domestically Filed Intercountry Adoptions and Petitions, DHS/USCIS/PA-015(a) Fraud detection and National Security Data System, and DHS/USCIS/PA-051 Case and Activity Management for International Operations), which can be found at www.dhs.gov/privacy. The information may also be made available, 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 Office of Management and Budget (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 and completing and submitting the form. 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, Regulatory Coordination Division
Office of Policy and Strategy
20 Massachusetts Ave NW
Washington, DC 20529-2140

Do not mail your completed Form G-28 to this address.

OMB No. 1615-0105
Expires: 05/31/2021

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.

Start the G-28

Back
Select your representative role

- I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest courts of the following states, possessions, territories, commonwealths, or the District of Columbia.
- I am an accredited representative of a qualified nonprofit religious, charitable, social service, or similar organization established in the United States, so recognized by the Department of Justice, Board of Immigration Appeals, in accordance with 8 CFR 292.2

Do you have a law student or law graduate working under your direct supervision in accordance with the requirements in 8 CFR 292.1(a)(2)(iv)?

- Yes
- No

Provide the name of the law student or law graduate.

<table>
<thead>
<tr>
<th>Given name (first name)</th>
<th>Middle name (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Family name (last name)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Do you have a USCIS Online Account?

- Yes
- No
Provide your client’s current legal name

Given name (first name)  Middle name (if applicable)

Family name (last name)

Provide additional client information

An entity is a company or organization that has legal rights and obligations.

What is name of the entity? (if applicable)

What is the title of the authorized signatory for the entity? (if applicable)
### Provide your client’s contact information

**Daytime telephone number**

**Mobile telephone number**
- [ ] This is the same as the daytime telephone number.

**Email address**

### Provide your client’s current mailing address

**Do not provide your business mailing address here unless it serves as the safe mailing address for your client.**

**In care of name (if any)**

---

**Country**

**Address line 1**

**Street number and name**

**Address line 2**

**Apartment, suite, unit, or floor**

**City or town**

**State**

**Zip code**
You may provide additional information for your G-28

If you need to provide any additional information for any of your answers to the questions in this G-28, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

Additional information

[Input field]

Next
Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

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

You can return to this page to review your application as many times as you want before you submit it.

Alerts and warnings

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

- We found no alerts or warnings in your application

Next

Back
Do you have a law student or law graduate working under your direct supervision in accordance with the requirements in 8 CFR 292.1(a)(2)(iv)?

Yes

Provide the name of the law student or law graduate.

Sam Jones

Your Contact Information

Provide your contact information

Daytime telephone number 3333333333

Mobile telephone number 3333333333

Email address johnsmith@123.com

Provide your address

United States
100 First Street
Suite 400
New York, New York, 10021

Your Additional Information

AILA Doc. No. 20021133. (Posted 2/11/20)
Client Additional information

Provide additional client information

What is your client’s A-Number?  
-

What is your client’s USCIS Online Account Number?  
-

Additional information

Additional information

You may provide additional information for your G-28

Additional information  
-

Next  

AILA Doc. No. 20021133. (Posted 2/11/20)
Representative’s statement and signature
You must read and agree to the statement below and provide your signature.

I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before DHS. I declare under penalty of perjury under the laws of the United States that the information I have provided on this form is true and correct.

- [ ] I have read and agree to the representative’s statement

Representative’s signature

Next
Give this passcode to your client to initiate the G-28 client relationship

Your client will need to enter this one-time passcode on his or her account homepage in order to add you as a representative. Your client must have a USCIS online account in order for you to manage his or her case online.

If this code is not used within 30 days, it will expire and the draft G-28 will be deleted.

One-time passcode: MDB-E4B34-F369E-2D4D

Finish
ACCOUNT HOMEPAGE

H-1B Registration
Draft expires February 14, 2020

You completed the registration. Give this passcode to your client so they can add you as a representative in their myUSCIS account: 60B-E4834-F369E-204D.

<table>
<thead>
<tr>
<th>Form</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-1B Registration</td>
<td>Complete</td>
<td>View PDF</td>
</tr>
<tr>
<td>G-28</td>
<td>Complete</td>
<td>View PDF</td>
</tr>
</tbody>
</table>

⚠️ View CSV of beneficiary table

<table>
<thead>
<tr>
<th>Beneficiary</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person, First</td>
<td>In progress</td>
<td>N/A</td>
</tr>
<tr>
<td>02/15/1980</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person, Second</td>
<td>In progress</td>
<td>N/A</td>
</tr>
<tr>
<td>12/01/1997</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person, Third</td>
<td>In progress</td>
<td>N/A</td>
</tr>
<tr>
<td>01/12/1984</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Delete registration

AILA Doc. No. 20021133. (Posted 2/11/20)
H-1B ACCOUNT TYPE

Account Type

Select an account type:

X I am an applicant, petitioner, or requestor.
  - USCIS only offers certain benefit types for online filing. Please refer to uscis.gov for further guidance.
  - You cannot file an H-1B Registration with this account type.

O I am a Legal Representative.
  - I am an attorney eligible to practice law in the United States.
  - I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.

O I am an H-1B registrant.
  - A registrant account can be used only to submit H-1B Registrations.
  - If you are an attorney or accredited representative that requires the submission of a Form G-28 and are submitting H-1B Registrations on behalf of an H-1B employer or agent, you must use a Legal Representative account.

AILA Doc. No. 20021133. (Posted 2/11/20)
H-1B Registrations

The H-1B Registration period is open.
- The H-1B Registration period will open from noon Eastern Time on March 1, 2020 to noon Eastern Time on March 20, 2020.
- Submitting a H-1B Registration does not guarantee an H-1B Visa.
- H-1B Registrations will NOT be accepted through the U.S. Postal Service.

[File a registration] [Enter representative passcode]
SYNC CLIENT TO ATTORNEY/REPRESENTATIVE

Enter a representative passcode

Once you enter your representative's passcode, we will take you to review and sign the G-28 and any other forms prepared for you by your attorney or accredited representative.

Enter your representative's online case access passcode

Passcode: MDB-E4B34-F369E-2D4D

Submit and continue

Cancel
SYNC CLIENT TO ATTORNEY/REPRESENTATIVE

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.

Review the G-28
SYNC CLIENT TO ATTORNEY/REPRESENTATIVE

Client’s consent to release of information

If you want DHS to send original notices and secure identity documents to your attorney or accredited representative instead of directly to you, please select one or both boxes below.

- I request that USCIS send original notices on an application or petition to the business address of my attorney or accredited representative as listed in this form.

- I request that USCIS send any secure identity document (Permanent Resident Card, Employment Authorization Document, or Travel Document) that I receive to the U.S. business address of my attorney or accredited representative (or to a designated military or diplomatic address in a foreign country if permitted). I have requested the representation of and consented to being represented by the attorney or accredited representative named on this form. According to the Privacy Act of 1974 and U.S. Department of Homeland Security (DHS) policy, I also consent to the disclosure to the named attorney or accredited representative of record pertaining to me that appears in any system of records of USCIS, ICE or CBP.

- I have read and agree to the client’s statement

Client’s signature

Next

USCIS will send notices to both a represented party (the client) and his, her, or its attorney or accredited representative either through mail or electronic delivery. USCIS will send all secure identity documents and Travel Documents to the client’s U.S. mailing address.

USCIS will also send the Form I-94, Arrival/Departure

AILA Doc. No. 20021133. (Posted 2/11/20)
SYNC CLIENT TO ATTORNEY/REPRESENTATIVE

Submit the G-28 for your case

Once you submit the G-28 below, it will be added to your case.

Your case status will be updated on your and your representative’s account home pages.

Submit the G-28
SYNC CLIENT TO ATTORNEY/REPRESENTATIVE

H-1B Registration

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.

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 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.

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.

Before you start your registration

Eligibility

A U.S. employer or agent may file an 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 petitions.

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 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 those registration 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 online. If your current document is incorrect due to a typographical or clerical error caused by USCIS, there is no fee.

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.

AILA Doc. No. 20021133. (Posted 2/11/20)
**SYNC CLIENT TO ATTORNEY/REPRESENTATIVE**

**H-1B Registration Summary**

Here is a summary of all the information you provided in your registration. 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.

### About Registrant

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the legal name of the prospective petitioner?</td>
<td>456 Company</td>
</tr>
<tr>
<td>What is the Doing Business As name of the prospective petitioner?</td>
<td>X Company</td>
</tr>
<tr>
<td>What is the employer identification number of the prospective petitioner?</td>
<td>9800000000</td>
</tr>
<tr>
<td>What is the primary U.S. office address of the prospective petitioner?</td>
<td>United States, 260 Second Street Suite 500 New York, NY, 10021</td>
</tr>
</tbody>
</table>

### Authorized Signatory

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the authorized signatory’s legal name?</td>
<td>John Smith</td>
</tr>
<tr>
<td>What is the authorized signatory’s title?</td>
<td>Accredited Representative</td>
</tr>
<tr>
<td>What is the authorized signatory’s contact information?</td>
<td>(333) 333-3333</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:johnsmith@123.com">johnsmith@123.com</a></td>
</tr>
</tbody>
</table>

### About Beneficiary

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name (first name)</td>
<td>First</td>
</tr>
<tr>
<td>Middle name</td>
<td>-</td>
</tr>
<tr>
<td>Family name (last name)</td>
<td>Person</td>
</tr>
<tr>
<td>What is the beneficiary’s gender?</td>
<td>male</td>
</tr>
<tr>
<td>What is the beneficiary’s date of birth?</td>
<td>02/19/1980</td>
</tr>
<tr>
<td>What is the beneficiary’s country of birth?</td>
<td>Uruguay</td>
</tr>
<tr>
<td>What is the beneficiary’s country of citizenship?</td>
<td>Uruguay</td>
</tr>
<tr>
<td>What is the beneficiary’s passport number?</td>
<td>91919191919</td>
</tr>
<tr>
<td>Does the beneficiary have a master’s or higher degree from a U.S. institution of higher education such that the beneficiary is eligible for the advanced degree exemption under INA 214(g)(5)(C)?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**AILA Doc. No. 20021133. (Posted 2/11/20)**
Sync Client to Attorney/Representative

Accept or decline the H-1B Registration
If the information provided in the H-1B Registration is complete, true, and correct, you should continue to the signature page.

If anything is incorrect or missing, you should decline the H-1B Registration and contact your representative. We will allow your representative to edit the information in the draft registration, and resend it to you for your review.

- I accept the H-1B Registration and want to provide my signature
- I decline the H-1B Registration and want to send the draft registration back to my representative to make updates

Next
Authorized Signatory's Statement

You must read and agree to the statement below.

☑️ 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.

Next
SYNC CLIENT TO ATTORNEY/REPRESENTATIVE

Authorized Signatory’s Certification and Signature

You must read and agree to the certification below.

- 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.
- 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 I-18 petition on behalf of the beneficiary named in this registration if the beneficiary is selected.
- 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.

AILA Doc. No. 20021133. (Posted 2/11/20)
SYNC CLIENT TO ATTORNEY/REPRESENTATIVE

Finish the H-1B Registration and send to your representative

Once you finish below, your representative will need to pay for and officially submit the registration to USCIS. He or she will also submit the G-28, which establishes your representative’s eligibility to appear and act on your behalf in USCIS immigration matters.

Once your representative has submitted your registration, you should check your home page for any updates or actions on your case.

Finish and send

AILA Doc. No. 20021133. (Posted 2/11/20)
SYNC CLIENT TO ATTORNEY/REPRESENTATIVE

H-1B Registrations

The H-1B Registration period is open.
- The H-1B Registration period will open from noon Eastern Time on March 1, 2020 to noon Eastern Time on March 20, 2020.
- Submitting a H-1B Registration does not guarantee an H-1B visa.
- H-1B Registrations will NOT be accepted through the U.S. Postal Service.

456 Company
Doing Business As X Company

Your representative must pay and submit the registration before it is complete.

<table>
<thead>
<tr>
<th>Beneficiaries</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person, First</td>
<td>In progress</td>
<td>N/A</td>
</tr>
<tr>
<td>02/19/2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person, Second</td>
<td>In progress</td>
<td>N/A</td>
</tr>
<tr>
<td>12/31/1997</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person, Third</td>
<td>In progress</td>
<td>N/A</td>
</tr>
<tr>
<td>01/12/1994</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COMPLETE H-1B REGISTRATION/PAYMENT
COMPLETE H-1B REGISTRATION/PAYMENT

Pay for and submit your registration

The final step to submit your H-1B Registration is to pay the required fee.

Your registration fee is $10.00.

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.

We'll send you to Pay.gov — our safe, secure payment website — to make your payment and submit your registration 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 will be submitted.

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

Pay and submit

AILA Doc. No. 20021133. (Posted 2/11/20)
COMPLETE H-1B REGISTRATION/PAYMENT

Review and submit payment

Agency Tracking ID: BS6VK0BZPV9CM2
Payment Amount: $30.00
Payment Method: Plastic Card
Account Holder Name: Erin Knight
Card Type: VISA
Card Number: ************1111
Billing Address: 100 Apple Lane
Billing Address 2:
   City: New York
   Country: United States
   State/Province: NY
   ZIP/Postal Code: 10021

* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Previous  Cancel  Continue
COMPLETE H-1B REGISTRATION

You have successfully submitted your H-1B Registration.

We will notify you when the selection process has ended. You can track the status of your registration 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 my cases
COMPLETE H-1B REGISTRATION

AILA Doc. No. 20021133. (Posted 2/11/20)
**H-1B REGISTRATION STATUS**

- **456 Company**
  - Submitted on January 17, 2020
  - We are processing your case. It can take up to 48 hours to process your case information.

<table>
<thead>
<tr>
<th>Form</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-1B Registration</td>
<td>Submitted</td>
<td>View PDF</td>
</tr>
<tr>
<td>G-28</td>
<td>Submitted</td>
<td>Withdraw G-28</td>
</tr>
</tbody>
</table>

- **View CSV of beneficiary table**

<table>
<thead>
<tr>
<th>Beneficiaries</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person, Second 12/01/1997</td>
<td><strong>Selected</strong> 9035694638223029402</td>
<td>N/A</td>
</tr>
<tr>
<td>Person, First 02/28/1980</td>
<td><strong>Submitted</strong> 49045025227826181448</td>
<td>Delete</td>
</tr>
<tr>
<td>Person, Third 01/12/1984</td>
<td><strong>Denied (duplicated)</strong> 15283597708566435360</td>
<td>N/A</td>
</tr>
</tbody>
</table>

AILA Doc. No. 20021133. (Posted 2/11/20)
REMINDERS

My Clients

View client and important case information at a glance.

- H-1B Registration is open
  - H-1B Registration period will be open from noon EST on March 1, 2020 to noon EST March 20, 2020.
  - Registration selection does not guarantee a H-1B Visa.
  - H-1B Registrations will not be accepted through the U.S. Postal Service.

Add a client to my account

Start a Form

Confirm the person or company that you are filing for.

Client:
- Corporation ABC

Add a new client

Select the form you want to file online
Once you start your form, we will automatically save your information for 30 days, or from the last time you worked on the form.

Available forms include the G-28.
Select the G-28 only if you are adding consular processing for a previously filed N-400, N-460, N-460B, N-460K, SCAC, or I-131 form.

- H-1B Registration is closed
  - H-1B Registration period was from March 1, 2020 to March 20, 2020. We are no longer processing H-1B registrations.

Start form  Cancel
CONTACT INFORMATION AND RESOURCES

Helpful links and resources:

- Account sign up/login page: my.uscis.gov/account
- Technical support and password resets: https://my.uscis.gov/account/needhelp
- USCIS Contact Center: 1-800-375-5283
- Federal Register Notice: Registration Requirement for Petitioners Seeking To File H-1B Petitions on Behalf of Cap-Subject Aliens
- Us cis.gov/H-1B
Any questions?

Thank you!
DISCLAIMER

This training module is intended solely as informational. It is not intended to, does not, and may not be relied upon to create or confer any right(s) or benefits(s), substantive or procedural, enforceable at law by any individual or other party in benefit applications before USCIS, in removal proceedings, in litigation with the United States, or in any other form or manner. This training module does not have the force of law, or of a DHS directive.