

Acceptability Review for I-129 CAP (FY 15) CAP Quick Reference Sheet

Review the following for acceptability:

I129 H1B Pages Needed: 1-6, 11&12, 17 – 19, and LCA, if any pages are missing reject.
Revision Date: 11/23/10 and after, if earlier than 11/23/10, will need to reject

Page 2 - Part 2

#2 should be: Blocks A, D or E

#4 should be: Blocks A, B, or D (If C, change to D) due to previous WAC Cap Exempt filings

Any other blocks, may not be CAP, still continue with process

Page 3 - Part 3

#1 Beneficiary Name, if all name fields are blank reject as incomplete

If only missing DOB, COB, or COC, review petition for information

Page 4 - Part 4

#8a =No, if Yes see Analyst

Jurisdiction

Page 4 - Part 5

#3 check jurisdiction list, if multi locations go back to page 1 address. If rejecting, stamp Page 6 with Verify Stamp, and annotate "Jurisdiction Pg 4 = state(s) work location. For multi locations also Page 1 = state."

Page 17 - Part B

If either blocks 1, 2, or 3 are checked Yes = reject for CAP-exempt, jurisdiction. Do not use blue reject sheet. Use I129#45.

Jurisdiction Review	State Chart with Abbreviation	
State Chart		
	VSC Jurisdiction States:	CSC Jurisdiction States:

Alabama (AL), Arkansas (AR), Connecticut (CT), Delaware (DE), the District of Columbia (DC), Florida (FL), Georgia (GA), Kentucky (KY), Louisiana (LA), Maine (ME), Maryland (MD), Massachusetts (MA), Mississippi (MS), New Hampshire (NH), New Jersey (NJ), New Mexico (NM), New York (NY), North Carolina (NC), Oklahoma (OK), Pennsylvania (PA), Puerto Rico (PR), Rhode Island (RI), South Carolina (SC), Tennessee (TN), Texas (TX), Vermont (VT), Virginia (VA), U.S. Virgin Islands (VI), or West Virginia (WV).	Alaska (AK), Arizona (AZ), California (CA), Colorado (CO), Guam (GU), Hawaii (HI), Idaho (ID), Illinois (IL), Indiana (IN), Iowa (IA), Kansas (KS), Michigan (MI), Minnesota (MN), Missouri (MO), Montana (MT), Nebraska (NE), Nevada (NV), North Dakota (ND), Ohio (OH), Oregon (OR), South Dakota (SD), Utah (UT), Washington (WA), Wisconsin (WI) or Wyoming (WY).
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Page 5 - Part 5

#10 Dates of employment

Must be 10/01/14 or later

If pre 10/01/14 reject

If blank or any information (ASAP) other than the date is listed reject

Page 6 - Part 7

Signature Field

Signature must be original, and by the Petitioner

Signature anywhere in part 7 is acceptable

Power of Attorney (POA) letters are acceptable

If not the above, reject for signature

Pages 17, 18, 19, H1B Data Collection Supplement

Part A, question #1e:

An additional fee of \$2,000 must be submitted if the petitioner responded "yes" to both questions

Part B

Question #1 through #8 should all be NO

Any question answered YES consider as a ACWIA Fee Exempt case, see analyst

If 1 thru 8 are all blank, and the Acwia fee is enclosed, accept 1 thru 8 as all No's.

Any other question left blank see analyst for review

Part B

Question # 9

If marked NO = \$1,500 ACWIA fee is needed

If marked YES = \$750 ACWAI fee is needed

Verify I-129 petition, Page 5, Part 5, #13

Part C

Block a Regular CAP

Block b Master CAP:

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State Chart		
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Pages 17, 18, 19, H1B Data Collection Supplement

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Part B

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Verify I-129 petition, Page 5, Part 5, #13

Part C

Block a Regular CAP

Block b Master CAP:

#2 needs to be completed for Masters, if not review Beneficiary information in cover letter
Page 19, part C should be blank

LCA

If no LCA attached – reject petition

Must be certified, and include all Pages 1-5, if not reject

Page 4, Section K #5 needs petitioner's signature, can be copied or original

Page 5, signature needed by DOL

I-907 Request for Premium Processing

Revision Date: No earlier than 8/10/09

If only the I-907 or fee are being rejected, do not use the blue reject sheet, indicate the call-ups below on the I-129 CAP CRU Review Green Sheet. These will be placed in a separate box for I-907 issues. On the daily count sheet record as Accept as REG/MAS and reject as I-907.

Page 1, Part 2, if blank – reject PP#36. If missing partial information, review filing and indicate the information in red ink in the blocks.

Signature Field & Check issues:

Must be original, and signed by Petitioner, or Attorney if a G-28 is present.

If the G-28 is invalid, and Attorney signed Page 2 Part 3, reject: G28#01, and PP#1

I-907 missing page 2: reject PP#3

I-907 W/O fee, or incorrect fee, or not signed: reject PP#1

I-907 submitted fee only, and missing I-907 form: reject PP#5

G-28

G-28 must be complete.

Petitioner signature must be original.

Attorney signature must be original. Stamped signatures are not acceptable.

Fees:

Please note: ACWIA fee cannot be paid by beneficiary

If returning any unneeded fees/only fees, do not use CAP reject blue sheet, use I-129 call-ups.