



## Checklist for H-1B Lottery Registration

### DOCUMENTS REQUIRED FROM EMPLOYER

Under the H-1B registration process, prospective petitioners (registrants), and their authorized representatives, who are seeking to employ H-1B workers subject to the cap, must complete a registration process that requires certain basic information about the prospective petitioner and each requested worker. USCIS will open an initial registration period for a minimum of 14 calendar days each fiscal year. The H-1B selection process will then be run on properly submitted electronic registrations. Only those with selected registrations will be eligible to file H-1B cap-subject petitions. An employer cannot submit more than one registration for the same beneficiary.

If you need registration help, please complete this form and submit to our office at [immigration@zneimerlaw.com](mailto:immigration@zneimerlaw.com).

#### Information about Beneficiary

- Biographic Copy of Passport
- Copy of Diplomas

#### Information about Employer

- Legal Name of Business or Organization \_\_\_\_\_
- Doing Business As Name \_\_\_\_\_
- Employer Identification Tax Number \_\_\_\_\_
- Address of Business or Organization \_\_\_\_\_
- Authorized Signatory's Full Name, Title, and Contact Information \_\_\_\_\_

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- Business USCIS Account Number \_\_\_\_\_
  - W2s, Tax Documents, or Prevailing Wage Determination later may be requested

#### Fees

- Legal and Registration Fee charged per beneficiary . Number of Beneficiaries\_\_\_\_\_

#### Other Information

- Employer will need to open an H-1B Registrant account through [my.uscis.gov](http://my.uscis.gov) (all beneficiaries being sponsored may register through the same account)
- We will send you a G-28 code that authorized signatory will have to enter to electronically sign Form G-28
- For other information, visit: [USCIS | myUSCIS Home Page](http://USCIS | myUSCIS Home Page)