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## H-1B Registration Tutorial

### H-1B 线上注册教程

A prospective petitioner can follow the following steps to complete your H-1B registration:

H-1B 雇主可依据下列步骤完成 H-1B 的线上注册：

1. Go to [my.uscis.gov](https://my.uscis.gov) and click “Sign Up” to create an online account. If you already have an account, click “Sign In” on the upper right corner of the page.

进入 [my.uscis.gov](https://my.uscis.gov) 网站，点击“Sign up”注册线上系统账号。如果你已经有账户了，点击页面右上角“Sign In”登录进入你的账户。



U.S. Citizenship and Immigration Services

Resources | Sign In

# myUSCIS

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.

Sign up

Try us on mobile

You can use myUSCIS anytime and on any device.

2. After signing into your account, select “I am an H-1B registrant” for your account type and click “Submit”.

进入账户后，选择“I am an H-1B registrant”作为账户种类，并点击”Submit“提交。

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.

Submit

3. If you are going to submit a registration on you own, click “File a registration”. If an attorney or authorized representative is going to prepare the registration for you, click “Enter representative passcode” to view the registrations and sign the paperwork.

如果你计划自己完成线上注册，点击“File a registration”开始注册。如果你选择请律师或者授权代表帮你完成注册，点击”Enter the representative passcode“输入代理人密码查看你的线上注册以及签署相关文件。

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.

You have not started a registration.  
Create, manage, and submit your registration here.

File a registration

Received a passcode from your attorney or representative?  
Review and sign the G-28 and H-1B registrations prepared for you by your attorney or representative.

Enter representative passcode

4. After clicking “File a registration”, you will be asked to read through the H-1B overview pages, and you can click “Start” after you have finished reading.

点击“File a registration”之后，你将会需要阅读 H-1B 的概览情况，读完后点击“Start”正式开始线上注册步骤。

**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 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.

**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

**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 U.S. that

**Start**

[Back](#)

5. You will be asked to provide information about you, the registrant, and the beneficiary. After providing all the required information, click “Save Entry” to save the registration for that beneficiary.

你将会需要提供你本人，即注册人，以及受益人的相关信息。当你填好所有所需的信息后，点击“Save Entry”保存你为该受益人填写的注册信息。

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**About Registrant** | About Beneficiary | Review and Submit

Employer/Agent | Authorized Signatory

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 beneficiary's passport number?

Beneficiary does not have a passport number.

**Save Entry** | Cancel

6. On the next screen, you can create a registration for another beneficiary by clicking “Add another beneficiary”. You can add up to 250 beneficiaries under the same registrant’s account. After adding all the beneficiaries’ registration, click “Next” and follow the steps to review all your registrations. The system alert will let you know if you have any incomplete field or responses before taking you to the review page where you can review the summary of your registration.

在下一个页面中，你可以点击“Add another beneficiary”为更多受益人填写注册信息。一个账号最可以为 250 个受益人提交注册信息。填写好所有受益人的注册信息后，点击”Next“完成步骤并检查所提交的信息。系统在带你到预览页面前提示你是否有漏填的信息。

The image shows two screenshots of the H-1B Registration process. The top screenshot is the 'Beneficiary Information' page for John Doe. It includes a header with the U.S. Citizenship and Immigration Services logo, 'H-1B Registration', and navigation links for 'Home' and 'Resources'. Below the header are tabs for 'About Registrant', 'About Beneficiary', and 'Review and Submit'. The main content area shows the beneficiary's name 'John Doe', a 'Beneficiary Information' section with a note that up to 250 registrations can be submitted per registrant, and a table with one entry for 'Doe' with a date of '11/11/2000'. There are 'Add another beneficiary', 'Edit', and 'Delete' buttons. A 'Next' button is at the bottom. A '< Back' link is also present.

The bottom screenshot is the 'Review and Submit' page. It features the same header and navigation tabs. The main content area has a 'Review' section with the heading 'Check your registration before you submit'. It contains three paragraphs of text: '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.', and 'You can return to this page to review your registration as many times as you want before you submit it.' A large 'Review registration' button is at the bottom, with a '< Back' link below it.

On the right side of the bottom screenshot, there is an 'Alerts and warnings' section. It contains a green alert box with a checkmark icon and the text: 'We found no alerts or warnings in your registration'. Below this is a 'Next' button.

7. Next, you will be asked to sign and certify your registration(s).

然后，你需要签名并证实你所填写的信息真实有效。

The screenshot shows the 'Authorized Signatory's Statement' page on the USCIS H-1B Registration portal. The page title is 'Authorized Signatory's Statement' and it includes the instruction: 'You must read and agree to the statement below.' A blue box contains the 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.' Below the statement are two buttons: 'Next' and '< Back'.

8. Then comes to your final step- payment. You will be taking to the pay.gov website to make your payment, which is \$10 per registration. After the payment completed, you will be directed back to USCIS website showing your H-1B registration is successfully submitted. You can go into your account at any time to check the status of your registration(s) or review the registration(s) submitted by your attorney/representative. Please note that once a registration is submitted, you will not be able to edit it. However, you will have the ability to delete a registration within the registration period and submit a new registration with another \$10 fee. You will not receive a refund of \$10 for any deleted registrations.

接下来是最后一步--付款。你将会被转到 pay.gov 的页面完成付款，费用是每个受益人\$10美元。付款成功后，你会回到 USCIS 的网站，页面上显示你已经成功提交 H-1B 注册。你可以随时登入账户查询注册状态，或者查看律师代你提交的注册状态。需要注意的是，一旦成功提交注册你就不能再修改收益人的注册。如果在提交后发现错误，可以在有效注册时间内删掉该受益人的注册花费\$10美元重新提交一遍。被删掉的注册不能退款。

The screenshot shows the 'H-1B Registrations' page in a user's account. It includes a 'File a registration' button and an 'Enter representative passcode' field. Below this is a summary for 'John Doe' with the text: 'Submitted on February 18, 2020. Your registration is submitted. You will receive a notice when the registration selection is complete.' A table shows the registration details:

Form	Status	Action
H-1B Registration	Submitted	<a href="#">View PDF</a>

Below the table is a section for 'Beneficiaries' with a 'View CSV of beneficiary table' link. A table shows the beneficiary details:

Beneficiaries	Status	Action
Doe 11/11/2000	Submitted 6363099156104548132	<a href="#">Delete</a>

9. USCIS intends to notify selected registrants before March 31. Your online account will show one of the following statuses for each of your registration:

移民局计划在 3 月 31 日前通知被抽中的注册人。你可以到你的账户中查询受益人的抽签状态，一般会显示如下四种状态之一：

**Submitted:** The registration has been submitted and is eligible for selection.

已提交：申请人的注册已经被成功提交，并且符合抽签要求。

**Selected:** Selected to file an H-1B cap petition.

被抽中：申请人的注册确定被抽中，随后可以递交申请材料。

**Not Selected:** Not selected – not eligible to file an H-1B cap petition based on this registration.

未被抽中：申请人的注册没有抽中，不符合提交申请材料的条件。

**Denied:** Multiple registrations were submitted by or on behalf of the same registrant for the same beneficiary. If denied as a duplicate registration, all registrations submitted by or on behalf of the same registrant for this beneficiary for the fiscal year are invalid.

注册被拒：这种情况是为同一申请人注册了多次。如果是因为重复注册被拒，那么该财年代表申请人提交的所有注册都将视为无效。

**Invalidated-Failed Payment:** A registration was submitted but the payment method was declined, not reconciled, or otherwise invalid.

付款失败：状态表明申请人注册成功，但注册费付款不成功。

The status of registrations that are not selected as part of any initial random selection process, and not denied or invalidated, will remain as “Submitted.” Registrants and representatives that are not selected will not be notified until after USCIS has determined that they have reached the H-1B cap for that fiscal year.

任何在一轮抽签中没有被抽中的，已经成功付款且没有被拒的注册状态都将显示为“已提交”。这并不代表你没有机会了，如果之后该财年的 H-1B 名额尚有剩余，则可能会进行二轮抽签。二轮抽签结束后才会更新没有抽中的注册状态为“未被抽中”。