**INFORMATION SHEET FOR H1B REGISTRATION**

1. **ABOUT EMPLOYER**
2. What is your business or organization name?

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1. What is your “Doing Business As” name?

(Doing Business As (DBA) is a trade name, fictious name, or assumed name registered with the state, country, or city your business is located in)

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1. What is your business or organization employer identification number (EIN)?

(If filing as an individual registrant (self-employed), provide the registrants individual IRS Tax Number- SSN or ITIN)

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1. What is your primary U.S. office address?

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Street Number and Name

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Apartment, suite, unit, or floor

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City State Zip Code

1. What is the legal name of Authorized Signatory of the Employer?

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Given Name Middle Name Last Name

1. What is your position (title) at the business or organization?

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1. What is your contact information?

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Daytime phone number

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Email address/ Fax Number

All the information stated above are true and correct:

Signature of the authorized officer of the employer:

Date:

1. **ABOUT THE EMPLOYEE**
2. What is the beneficiary’s current legal name?

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Given Name Middle Name Last Name

1. What is the beneficiary’s gender?

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1. What is the beneficiary’s date of birth?

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1. What is the beneficiary’s country of birth?

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1. What is the beneficiary’s country of birth of citizenship?

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1. What is the beneficiary’s passport number?

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1. 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
* No

1. Are you registering for H-1B employment with a start date for the first day of the fiscal year (October 1st)?

* Yes
* No

Documents required for registration:

1. Copy of biographic page of the passport
2. Copy of education credentials (Master’s Degree certificate/Degree certificate)
3. Apply for Masters’ Quota – (a) Whether accredited University

(b) Whether public/Private not for profit University

1. Apply for Bachelor’s Quota

All the information stated above are true and correct:

Signature of the employee:

Date: