



H-1B Cap Registration Intake Sheet

PART I. COMPANY INFORMATION

All of the information requested below pertains to your organization. This portion of the intake must be completed by the company. Please type responses and do not use all Caps Lock.

1. Company name. Please include “Doing Business As” name, if applicable:

2. Company FEIN:

3. Company primary/headquarters address:

4. Legal name and title of company’s authorized signatory:
 - a. First name:
 - b. Middle name:
 - c. Last name:
 - d. Title:

5. Email address and phone number for authorized signatory:

6. If you have a myUSCIS registrant account, please provide the email address associated with the account:

Note: If you do not have an account, please leave this blank and our office will contact you when accounts for FY 2023 are available.

PART II. BENEFICIARY INFORMATION (EMPLOYEE)

All of the information requested below pertains to the beneficiary. This portion can be completed by the beneficiary, but please do not send separately. Please type responses and do not use all Caps Lock.

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6. Beneficiary legal name, as it appears on the passport:
 - a. First name:
 - b. Middle name:
 - c. Last name:

7. Gender:

8. Date of birth (please use mm/dd/yyyy format):

9. Contact information of beneficiary-
 - a. Email address:
 - b. Phone number:

10. Mailing address:

11. Country of birth:

12. Country of citizenship:

13. Passport number:

14. Please list all U.S. degrees held and the institution where the degree was earned:

15. Does the individual have a U.S. Master's degree?
 - NO, skip to Question 16.
 - YES:

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- a. Date the degree was awarded (or indicated whether all requirements were completed, but the degree will be issued at a later date):
 - b. Is the U.S. institution accredited by a nationally recognized agency?
 - c. Is the U.S. institution public or non-profit in nature?
16. Please list all foreign degrees held and the institution where the degree was earned:
17. If multiple degrees are held, which degree is the most relevant to the position? *
18. Current immigration status:
19. Current status expiration date:
20. Is the position is a biotechnology position?
- NO, skip to Part III.
- YES:
- If you had to pick between the two, would you pick "biochemist" or "cell/molecular biologist"?

PART III. SUPPORTING DOCUMENTS

In addition to the intake sheet above, please include copies of the beneficiary's:

- Current, valid passport identification page
- Diploma for all degrees obtained

*In the event that a foreign degree is relevant to the position, additional work may be required and a nominal fee may apply. PampaninFoster, LLC will follow up directly if this is the case.