



MEMORANDUM

To: Corporate Client
From: Gus M. Shihab, Esq.
Subject: Attorney Fees for Cap-subject H-1B Visa

I. The H-1B Visa Electronic Registration Process – H-1B Lottery

We are gearing up for the upcoming H-1B electronic registration process for the H-1B visa cap season (FFY 2025) – also known as the H-1B visas lottery process.

The electronic registration process requires employers to first register the names of candidates whom they wish to have cap-subject H-1B visa petitions filed. Employers will then be **required** to file petitions for those beneficiaries selected within 90 days after the selection is announced. We are modeling the timelines based on the experience from last year, as the dates have yet to be announced. Here are some key timelines:

- **Registration** will **begin** on **March 6, 2024 at Noon EST** and will **close** on approximately **March 22, 2024 at Noon EST**, unless extended due to technical issues in rare circumstances.
- **The Selection Process (lottery)** will be announced by no later than **March 31, 2024**.
- **Petition Filings** for H-1B visa lottery winners must be made between **April 1, 2024** and **June 30, 2024**.

II. Our Services

Please note, the pre-registration process requires you, as the Petitioner, to attest that an H-1B petition will be filed on behalf of the named Beneficiary, if selected. Therefore, if you have any concerns about the viability of the proposed filing, we suggest you notify us immediately to save time and expense on your end. If your organization is not very familiar with this process, we highly recommend you request a time to speak with one of our highly skilled attorneys to ensure viability of your selected employee's petition and ultimate success and/or timely steps that must be taken prior to registration and ultimately filing. Note that our office conducts pre-registration reviews on all cases, to ensure we are able to notify you of any concerns prior to the actual registration. Our team will handle your organizations creation of the new USCIS Organizational Accounts, to ensure you have ease of access with the new system that will be unveiled and accessible by approximately February 28, 2024. This new system will allow your organization to assign administrators and members to your organization, and boasts a more accessible platform for the advancement of online filings, and H-1B CAP registrations.



We will be processing H-1B visa cases in the following two-tier system:

Tier One: (Petitions filed between **April 1 – April 30**): These petitions will be prepared prior to the selection process to ensure timely filing and adjudication of H-1B petitions. As petitions will be adjudicated on a first-in basis, this will provide the best chance of approval prior to the October 1 commencement of status date. Additionally, filing during this period may be beneficial to those on F-1 OPT that would benefit from cap-gap extension. **Note that this process will be billed immediately.** If not initially selected, but later selected through the possible second/third round of selections that may be released, the petition will be ready for filing based on these prior preparations, rather than a separate fee.

Tier Two: (Petitions filed between **May 1 – June 30**): These petitions will be prepared and filed after all Tier One cases have been submitted. All necessary information and documentation should be provided to our office no later than **May 1** to allow adequate time for preparation. **This process will be billed ONLY if your candidate is selected in the lottery.**

I. Attorney Fees & Costs

Below, please find attorney fees and costs associated with the various services we are offering in connection with the newly established electronic registration system:

H-1B Visa	Attorney fees	USCIS fees	Costs
Registration Service, and New Organizational Account Creation/Maintenance (If needed)	\$745	\$10	\$40*
Tier One H-1B Filing	\$2,500	TBD**	\$100
Tier Two H-1B Filing	\$3,000	TBD**	\$100

* An additional charge of \$100 will be billed for an initial company registration based on the new organizational account system created by the USCIS. Additional registrations for the same organization will not be billed this additional fee.

** Current USCIS filing fees are determined based on the size of the petitioning organization and range between \$1,710 - \$2,460. NOTE: USCIS filing fees are subject to change.

Signed: _____



III. H-1B Process Selection & Registration Information:

Please provide the following information for the Registration. Note, as part of our Pre-Registration Review process, we will be in touch to request additional information as soon as the case has been initiated. This page must be completed for each prospective Beneficiary:

Company Information	
Legal Name of Petitioner/Organization:	
FEIN:	
Primary U.S. Address of Organization:	
Legal Name of Authorized Signer:	
Title of Authorized Signer:	
Phone of Authorized Signer:	
Email of Authorized Signer:	

Beneficiary Information	
Legal Name of Beneficiary:	
Gender:	
Beneficiary's Email Address:	
Does the Beneficiary have a U.S. Master's degree in a field directly related to the position?	
Date of Birth:	
Country of Birth/Country of Citizenship:	
Passport Number (and Country):	

Please indicate your desired process for the specific individual listed above:

H-1B Visa	Check Desired
Registration Service	X
Must Choose one:	
Tier One H-1B Filing	
Tier Two H-1B Filing	