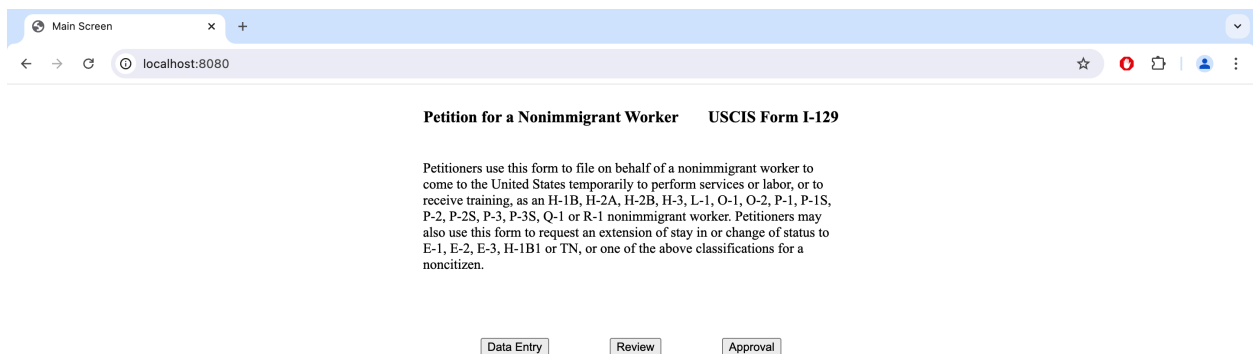# USCIS Form Approval System
User Guide

1. Main Menu:

Upon accessing the system, users will encounter the main menu screen, featuring three primary buttons:

- Enter a New Request: Select this option to initiate the process of submitting a new request.
- Review Requests: Choose this option to review existing requests.
- Approve Requests: Select this option to manage approvals for submitted requests.

2. Entering a New Request:

- After selecting "Enter a New Request," the system will navigate to a new screen presenting two distinct categories:
  - Petition's Information

- o Beneficiary's Information
- Users are required to input all relevant data within these categories and then submit the form.
- Additionally, users have the option to return to the main menu if needed.

Petition for a Nonimmigrant Worker   USCIS Form I-129

Part 1. Petitioner Information

Application Date
2024-08-16

Last Name   First Name   Middle Name

Company Name

Street Address   Number

City or Town   State   ZIP Code

Phone Number   Email

Federal Employer Identification Number (FEIN)

Part 2. Beneficiary Information

Last Name   First Name   Middle Name

Date of birth: (yyyy-mm-dd)   Gender

Country   Passport Number
Select Country

Education

Phone Number   Email

Federal Employer Identification Number (FEIN)

Part 2. Beneficiary Information

Last Name   First Name   Middle Name

Date of birth: (yyyy-mm-dd)   Gender

Country   Passport Number
Select Country

Education

Part 3. Basic Information

Job Title   Wage (per year)

Dates of intended employment
From: (yyyy-mm-dd)   To: (yyyy-mm-dd)

Visa Type

Submit

Main Menu

3. Reviewing Worker Petition

1. **Login**

   o Access the system by logging in through the USCIS Form Approval System login
      page.

Petition for a Nonimmigrant Worker   USCIS Form I-129

Review Petition

Username

Password

Log in

Main Menu

2. **Searching for a Petition**

- o   Once logged in, navigate to the "Review Worker Petition" section.

- o   Use the search functionality to find the worker petition by either:

  - ▪ **ID**: Enter the petition ID.

  - ▪ **Country**: Select the country from a dropdown menu to view petitions from that country.

- o   The system will display a list of pending application IDs along with the names associated with each petition.

Petition for a Nonimmigrant Worker   USCIS Form I-129

Review Petition

Search By Application ID: [_____] [Search]

Search By Country: [Select Country ▾] [Select]

Review Pending Application IDs:

- Application ID: 1   Name: Christopher A. Hernandez
- Application ID: 2   Name: Charlotte M. Lee
- Application ID: 3   Name: Matthew D. Taylor
- Application ID: 7   Name: def o. abc

[Main Menu]

3. **Viewing Petition Details**

   o   After selecting a specific ID from the list, the system will display detailed information about the petition.

   o   A decision-making tool will assist in evaluating the beneficiary based on the provided information.

Petition for a Nonimmigrant Worker   USCIS Form I-129

Review Petition

Application ID: EAC20901

Application Date: 2000-11-12

Petitioner Information

Petitioner's Last Name: Johnson

Petitioner's First Name: Alexander

Petitioner's Middle Name: M

Petitioner's Company Name: A Company

Petitioner's Address: 123 Main St.

Petitioner's Number: 1

Petitioner's City: Fairfax

Petitioner's State: VA

Petitioner's Zipcode: 22032

Petitioner's Phone Number: (703) 923-3009

Petitioner's Email: a@example.com

Petitioner's FEIN: 00001

Beneficiary Information

Beneficiary's Last Name: Hernandez

Beneficiary Information

Beneficiary's Last Name: Hernandez

Beneficiary's First Name: Christopher

Beneficiary's Middle Name: A

Beneficiary's Date of birth: 1999-01-19

Beneficiary's Gender: m

Beneficiary's Country: Albania

Beneficiary's Passport Number: A00001

Beneficiary's Education: Diploma

Basic Information

Job Title: Software Engineer

Wage: $80000 per year

From: 2004-01-02

To: 2005-01-02

Background Check Score

Job Title Verification: 5 (20%)

Wage Compliance: 2 (15%)

Beneficiary Qualification: 1 (30%)

Criminal Record: 8 (35%)

Total Normalized Score: 4.4 / 10

Minimum Normalized Score: 2.5 / 10

Background Check Score
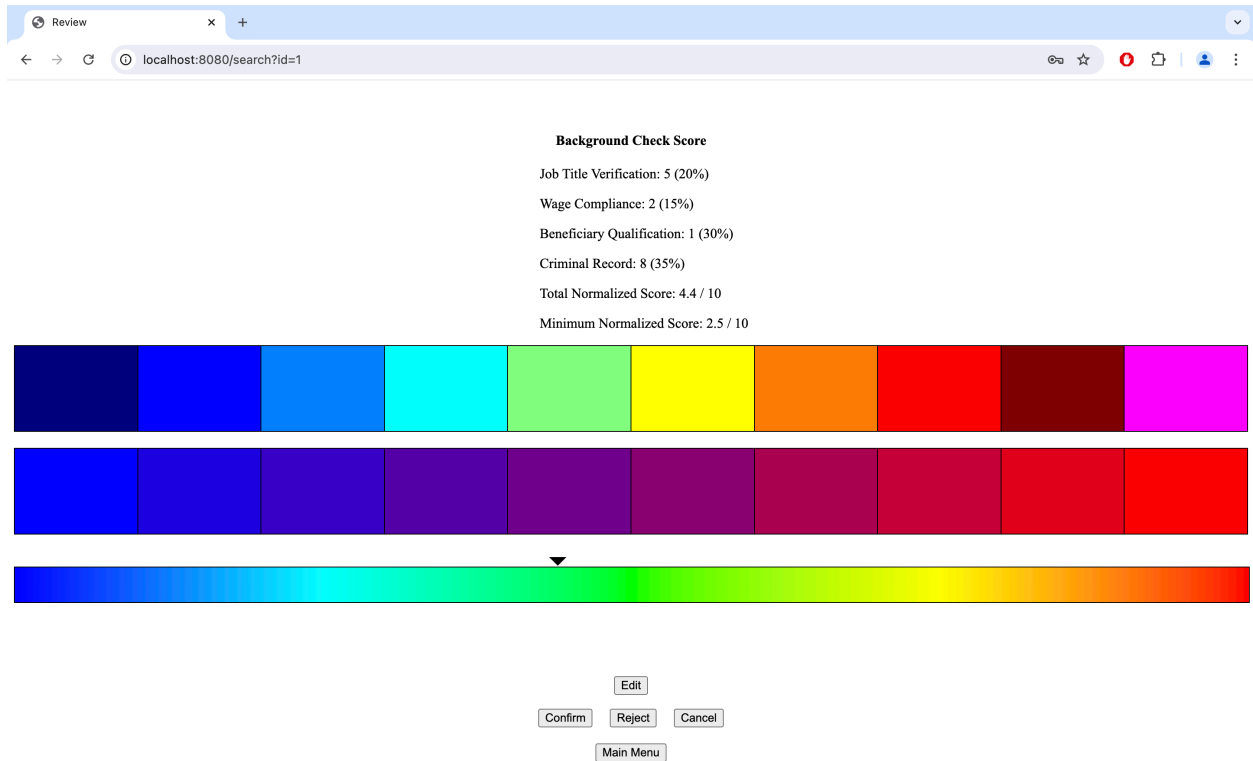
Job Title Verification: 5 (20%)

Wage Compliance: 2 (15%)

Beneficiary Qualification: 1 (30%)

Criminal Record: 8 (35%)

Total Normalized Score: 4.4 / 10

Minimum Normalized Score: 2.5 / 10

Edit

Confirm   Reject   Cancel

Main Menu

4. **Options for Action**

   o **Confirm**: If the information is correct and no changes are needed, select "Confirm" to proceed with the existing details.

   o **Edit Request**: If updates are necessary, click the "Edit" button to modify the entered data. After making changes, review the updated information and then choose to either confirm or continue editing.

Petition for a Nonimmigrant Worker   **USCIS Form I-129**

Review Petition

Application ID: EAC20901

Application Date: 2000-11-12

Petitioner Information

Petitioner's Last Name: Johnson

Petitioner's First Name: Alexander

Petitioner's Middle Name: M

Petitioner's Company Name: A Company

Petitioner's Address: 123 Main St.

Petitioner's Number: 1

Petitioner's City: Fairfax

Petitioner's State: VA

Petitioner's Zipcode: 22032

Petitioner's Phone Number: (703) 923-3009

Petitioner's Email: a@example.com

Petitioner's FEIN: 00001

Beneficiary Information

Beneficiary's Last Name: Hernandez

Petitioner's Zipcode: 22032

Petitioner's Phone Number: (703) 923-3009

Petitioner's Email: a@example.com

Petitioner's FEIN: 00001

Beneficiary Information

Beneficiary's Last Name: Hernandez

Beneficiary's First Name: Christopher

Beneficiary's Middle Name: A

Beneficiary's Date of birth: 1999-01-19

Beneficiary's Gender: m

Beneficiary's Country: Albania

Beneficiary's Passport Number: A00001

Beneficiary's Education: Diploma

Basic Information

Job Title: Software Engineer

Wage: 80000

From: 2004-01-02

To: 2005-01-02

Save changes

Main Menu

5. **Returning to the Main Menu**

- o If needed, you can return to the main menu by selecting the "Main Menu" button located at the bottom of any screen.

4. Approving Worker Petition

1. **Login**

   - o Access the system by logging in through the USCIS Form Approval System login page.

2. **Searching for a Petition**

   - o Once logged in, navigate to the "Approve Worker Petition" section.

   - o Use the search functionality to locate the worker petition by:

- ▪ **ID**: Enter the petition ID.

- ▪ **Dates**: Specify the date range to find petitions submitted within that timeframe.

- o The system will display a list of pending application IDs based on your search criteria.

3. **Viewing Petition Details**

- o Select the specific ID from the list to view detailed information about the petition.

- o The screen will present the petition details along with a risk level decision aid to assist in evaluating the petition's risk profile.

Petition for a Nonimmigrant Worker   USCIS Form I-129

Approval Petition

Application ID: EAC20904

Application Date: 2000-11-12

Petitioner Information

Petitioner's Last Name: Martinez

Petitioner's First Name: Sophia

Petitioner's Middle Name: L

Petitioner's Company Name: D Company

Petitioner's Address: 234 Main St.

Petitioner's Number: 4

Petitioner's City: Fairfax

Petitioner's State: VA

Petitioner's Zipcode: 22032

Petitioner's Phone Number: (703) 999-7878

Petitioner's Email: d@example.com
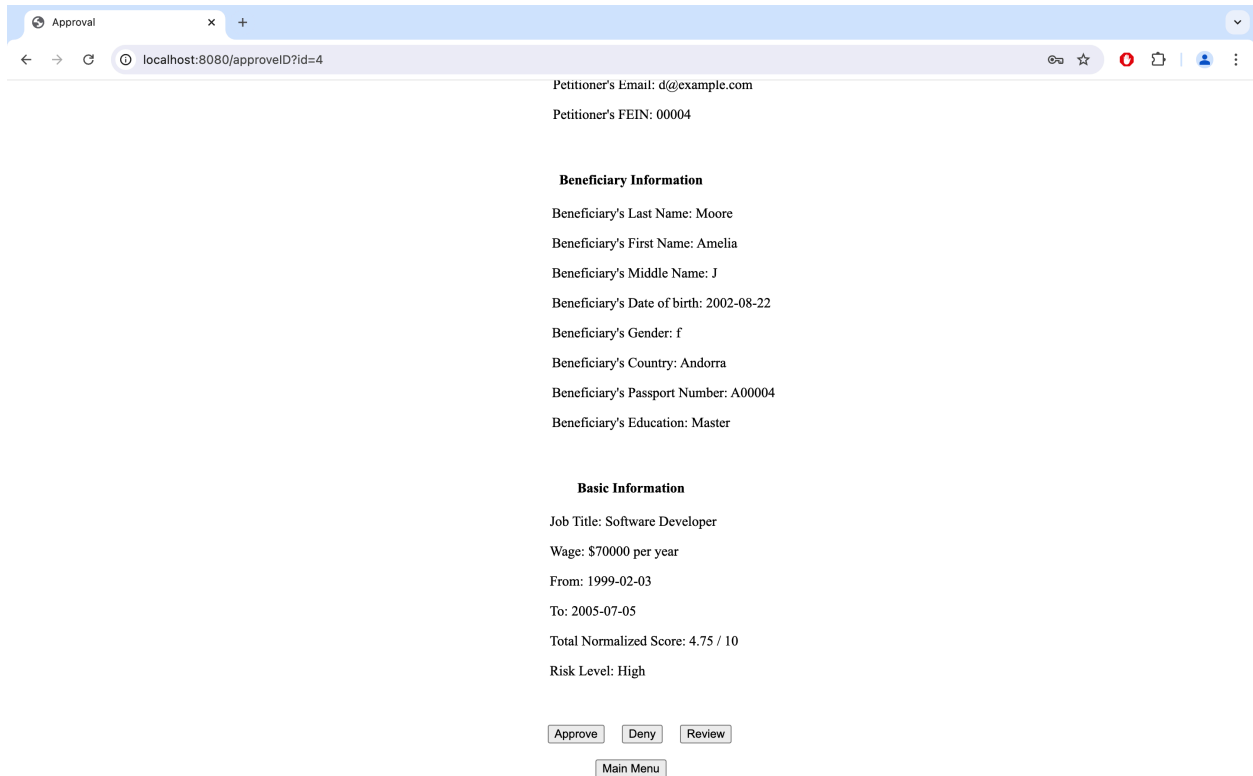
Petitioner's FEIN: 00004

Beneficiary Information

Beneficiary's Last Name: Moore

4. **Options for Decision**

   o **Approve**: If the petition meets all requirements and no issues are found, select "Approve" to authorize the request.

   o **Deny**: If the petition does not meet the necessary criteria or poses issues as indicated by the decision aid, select "Deny" to reject the request.

Petitioner's Email: d@example.com

Petitioner's FEIN: 00004

Beneficiary Information

Beneficiary's Last Name: Moore

Beneficiary's First Name: Amelia

Beneficiary's Middle Name: J

Beneficiary's Date of birth: 2002-08-22

Beneficiary's Gender: f

Beneficiary's Country: Andorra

Beneficiary's Passport Number: A00004

Beneficiary's Education: Master

Basic Information

Job Title: Software Developer

Wage: $70000 per year

From: 1999-02-03

To: 2005-07-05

Total Normalized Score: 4.75 / 10

Risk Level: High

Approve   Deny   Review

Main Menu

5. **Returning to the Main Menu**

   o   If needed, you can return to the main menu by selecting the "Main Menu" button from the current screen.

Petition for a Nonimmigrant Worker   USCIS Form I-129

Approval Petition

Application ID: [   ] [Search]

Date Selection: [   ] [   ] [Submit] [Clear]

Approval Pending Application IDs:

- Application ID: 4   Name: Amelia J. Moore
- Application ID: 6   Name: def o. abc

[Main Menu]

Petitioner's Email: d@example.com

Petitioner's FEIN: 00004

Beneficiary Information

Beneficiary's Last Name: Moore

Beneficiary's First Name: Amelia

Beneficiary's Middle Name: J

Beneficiary's Date of birth: 2002-08-22

Beneficiary's Gender: f

Beneficiary's Country: Andorra

Beneficiary's Passport Number: A00004

Beneficiary's Education: Master

Basic Information

Job Title: Software Developer

Wage: $70000 per year

From: 1999-02-03

To: 2005-07-05

Total Normalized Score: 4.75 / 10

Risk Level: High

[Approve] [Deny] [Review]

[Main Menu]

This user guide outlines the systematic process of utilizing the system, providing clear instructions for each step to ensure efficient navigation and utilization of functionalities.