# USCIS Nonimmigrant Worker Petition Processing 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.
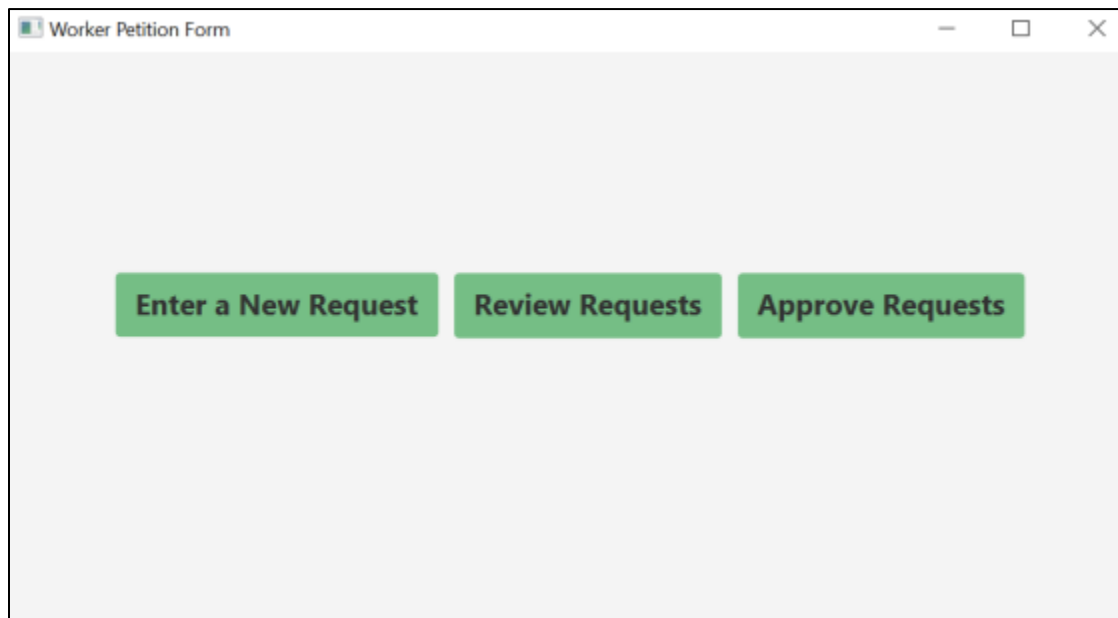
2. Entering a New Request:

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

Worker Petition By US Approved Employer Form

Petitioner's Info

First Name:

Last Name:

Company Name:

Address:

Phone Number:

Last Name:

EIN/ITIN/SSN:

Beneficiary's Info

First Name:

Last Name:

Date Of Birth:

Gender:

Country Of Origin:

Address:

Passport Expiration Date:

Submit   **Main Menu**

3. Reviewing Worker Petition:
   - Upon selecting "Review Worker Petition," users will be presented with a screen displaying the previously entered form.
   - Users are then prompted with options to either:
     o Confirm: Proceed with the existing information.
     o Edit Request: Modify the entered data as necessary.
   - Users can also opt to return to the main menu from this screen.

4. Approving Worker Petition:

- Once the supervisor approves the Worker Petition, they can review the information presented.
- The supervisor then has the authority to choose either:
  - Approve: Authorize the request.
  - Deny: Reject the request based on the provided information.

Worker Petition Form

Approval Worker Petition

Petitioner's Info

First Name:	Test
Last Name:	Testingson
Company Name:	TESTING TESTERS LLC
Address:	123 Main St, Fairfax, VA
Phone Number:	123456789
Last Name:	testingson@gmail.com
EIN/ITIN/SSN:	1234568

Beneficiary's Info

First Name:	Worker
Last Name:	Testingson
Date Of Birth:	09/21/1998
Gender:	Male
Country Of Origin:	Spain
Address:	123 MainInSpanish St, Madrid, Espana
Passport Expiration Date:	09/21/2028

Approve **Deny** **Main Menu**

Previous Request **Next Request**

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.