



Paralegal/Legal Assistant Immigration Program

A career in Immigration law is challenging and rewarding. U.S. immigration outlines law the key rules from the federal government that relate to who is permitted to enter the United States, including the amount of time the applicant is permitted to remain in the United States.

For individuals who wish to become United States Citizens, immigration law is critical to the naturalization process. Immigration law also deals with the detention, arrest, when foreign nationals enter the United States without permission, violate the duration period they are permitted to stay in the United States or, for other reasons, lose their legal status.

As a paralegal/legal assistant in immigration law, you will assist your attorney with communications with the client, organization of documents, preparing and filing petitions and managing the case from the initial client contact to the resolution of the case. You will learn how to manage specific cases with a focus on visas, asylum, removal proceedings, naturalization and, ultimately, citizenship, if the client qualifies.

Course Description:

This course introduces you to the Immigration legal system and will teach you the skills you'll need to support an immigration lawyer. The demand for immigration legal services has increased over the years and is expected to continue to grow as immigration laws continue to evolve. This program will give you the fundamental knowledge and understanding of your role as a future paralegal/legal assistant. By the end of the program, you'll have the training you need to pursue a career in the immigration field.

COURSE OUTLINE/SCHEDULE

Week 1	Topic	Assignments
Day 1	Introduction/Orientation History of Immigration How the Immigration Process Works	Tell us about yourself, why did you decide to take this course?
Day 2	Terminology; Forms & Cover Letters Attorney Representation	N/A
Day 3	Freedom of Information Act (FOIA)	Assignment: Prepare USCIS/EOIR/CBP/FBI FOIA
Day 4	Petition for Alien Fiancé(e) (K-1 Visa)	Assignment: K-1 Forms & Cover Letter Quiz: Week 1

Week 2	Topic	Assignments
Day 1	Consular Processing	Assignment: I-130 Form & Cover Letter
Day 2	Adjustment of Status (AOS) w/245a	Assignment: AOS w/245a & Cover Letter
Day 3	Adjustment of Status (AOS) w/245i	N/A
Day 4	Adjustment of Status (AOS) w/Asylum, Violence Against Women's Act (VAWA), Victim of Criminal Activity (U-Visa)	Quiz: Week 2

Week 3	Topic	Assignments
Day 1	Parole In Place (PIP)	N/A
Day 2	I-751, Removal of Conditions	Assignment: I-751 & Cover Letter
Day 3	I-90, Application to Replace Resident Card N-400, Application for Naturalization	Assignment: I-90 & Cover Letter Assignment: N-400 & Cover Letter
Day 4	N-600, Application for Certificate of Citizenship Consular Report of Birth Abroad	Quiz: Week 3

Week 4	Topic	Assignments
Day 1	Violence Against Women's Act (VAWA)	Assignment: I-360 & Cover Letter
Day 2	U-Visas	N/A
Day 3	T-Visa & S-Visa	Assignment: U-Visa Cert Request
Day 4	Family Reunification Parole / Humanitarian Parole	Quiz: Week 4

Week 5	Topic	Assignments
Day 1	Deferred Action for Childhood Arrival (DACA) Temporary Protected Status (TPS)	Assignment: DACA Application
Day 2	Advance Parole & Expedites	Assignment: Advance Parole Application
Day 3	Request for Evidence Inquires Ombudsman Request	N/A
Day 4	Affirmative Asylum	Assignment: Affirmative Asylum

Week 6	Topic	Assignments
Day 1	Permanent Bar	Quiz: Week 5
Day 2	Extreme Hardship	N/A
Day 3	I-601A, Application for Provisional Unlawful Presence Waiver	Assignment: I-601A Application & Cover Letter
Day 4	I-601A Cont.	Quiz: Week 6

Week 7	Topic	Assignments
Day 1	I-601, Application for Waiver of Grounds of Inadmissibility	N/A
Day 2	I-212, Application for Permission to Reapply for Admission into the United States After Deportation or Removal	Assignment: I-601 w/ I-212 & Cover Letter
Day 3	Crimigration	N/A
Day 4	Crimigration Cont.	Quiz: Week 7

Week 8	Topic	Assignments
Day 1	EOIR (Defensive Asylum & Cancellation of Removal 42B)	Assignment: 42B Application & Cover Letter
Day 2	EOIR (Cancellation of Removal 42A & AOS In Court, Other forms of Relief)	N/A

Day 3	Board of Immigration Appeals	N/A
Day 4	Circuit Courts & Writ Mandamus	Quiz: Week 8

Week 9	Topic	Assignments
Day 1	Non-Immigrant Visas & 212d3 Waiver	N/A
Day 2	How to Prepare a Declaration	Assignment: I-601A Declaration
Day 3	Day in the life as a Paralegal	N/A
Day 4	Organization Skills & Tips	N/A

Week 10	Topic	Assignments
Day 1	Re-Cap of week 1-5	Study Guide
Day 2	Re-Cap of week 6-9	Study Guide
Day 3	Course evaluation	N/A
Day 4	Final Exam / Last day of class	N/A

Schedule & Format:

Time format will be Monday through Thursday 6pm to 8pm CST [subject to change based on U.S. recognized holidays]. Missed classes/assignments/quizzes will be made available upon request or outside of class hours should you wish to follow at your own pace.

Instructors Contact Information:

Instructor: Karina Hernandez

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Office Hours: Friday 9:00 A.M. to 3:00 P.M. or by Appointment

General Questions/Contact Information:

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