



## VFC Immigration Academy

A career in Immigration law is challenging and rewarding. U.S. immigration law outlines 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**

<b>Week 1</b>	<b>Topic</b>	<b>Assignments</b>
Day 1	Introduction/Orientation History of Immigration How the Immigration Process Works	Assignment: About Yourself, why you decided to Take this Course
Day 2	Terminology; Forms & Cover Letters Attorney Representation	
Day 3	Freedom of Information Act (FOIA)	Assignment: Prepare USCIS FOIA
Day 4	Petition for Alien Fiancé(e) (K-1 Visa)	Assignment: K-1 Forms & Cover Letter Quiz: Week 1

<b>Week 2</b>	<b>Topic</b>	<b>Assignments</b>
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	

Day 4	Adjustment of Status (AOS) w/Asylum, VAWA, U-Visa	Quiz: Week 2
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Week 3	Topic	Assignments
Day 1	Parole In Place	
Day 2	I-751, Removal of Conditions	Assignment: I-751 & Cover Letter
Day 3	I-90, Application to Replace 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 (VAWA) & Cover Letter
Day 2	U-Visas	Assignment: U-Visa Cert Request
Day 3	T-Visa & S-Visa	
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	
Day 4	Affirmative Asylum	Assignment: Affirmative Asylum Quiz: Week 5

Week 6	Topic	Assignments
Day 1	Permanent Bar	
Day 2	Extreme Hardship	
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	
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	
Day 4	Detained Individuals	Quiz: Week 7

Week 8	Topic	Assignments
Day 1	EOIR (Defensive Asylum & Cancellation of Removal 42B)	Assignment: 42B Application
Day 2	EOIR (Cancellation of Removal 42A & AOS In Court, Other forms of Relief)	
Day 3	Board of Immigration Appeals	
Day 4	Circuit Courts & Writ of Mandamus	Quiz: Week 8

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

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	
Day 4	Final Exam / Last day of class	

**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:**

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**General Questions/Contact Information:**

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