



IMMIGRATION ASSISTANT COURSE

The Immigration Assistant Course is designed to prepare students for entry-level roles in law firms, nonprofit organizations, and community service agencies that support immigrants. Students will gain a working knowledge of the U.S. immigration system, including visa categories, green card processes, naturalization, and humanitarian programs.

The course emphasizes hands-on skills such as completing common USCIS forms (I-130, I-485, N-400, I-765), conducting client intake interviews, managing case files, and tracking case progress. Special focus is given to professionalism, cultural sensitivity, and the ethical limits of non-attorney practice to ensure compliance with immigration law.

COURSE SCHEDULE

Course Schedule – This is a template for administration purposes, the course scheduler can change according to time of admission, availability of courses, and number of hours taken by the student.

IMMI 101 - Introduction to Immigration Law & Practice *(Suggested time of Completion 1-2 Weeks)*

IMMI 102 - Immigration Status & Categories *(Suggested time of Completion 1-2 Weeks)*

IMMI 103 - Immigration Forms & Procedures *(Suggested time of Completion 3-4 Weeks)*

IMMI 104 - Client Intake, File Management, & Case Tracking *(Suggested time of Completion 1-2 Weeks)*

IMMI 105 - Humanitarian Relief, Employment, & Business Immigration *(Suggested time of Completion 1-2 Weeks)*

IMMI 106 - Removal & Court Proceedings *(Suggested time of Completion 3-4 Weeks)*

IMMI 107 - Ethics, Professionalism & Cultural Competence *(Suggested time of Completion 1-2 Weeks)*