

PONTIS COMMUNITY SERVICES



PCS eLearn

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.

WEEK 1 - Introduction to Immigration Law & Practice

WEEK 2 - Immigration Status & Categories

WEEK 3 - Immigration Forms & Procedures

WEEK 4 - Client Intake & File Management

WEEK 5 - Case Tracking & Deadlines

WEEK 6 - Humanitarian Relief

WEEK 7 - Employment & Business Immigration

WEEK 8 - Removal & Court Proceedings

WEEK 9 - Ethics, Professionalism & Cultural Competence

WEEK 10 - Technology & Resources for Immigration Work

EACH WEEK WILL CONSIST OF ONE (3 HOUR) LIVE VIDEO LECTURE