



Siotoh Academy

Siotoh Academy Extended Learning Program Series

Siotoh Academy Certified Immigration Support Specialist

Module 1 - Essentials of Immigration Law

WEEK 1

Topic: Introduction to the Role of Paralegals in Immigration Law Firm

Objective:

- Understand the process and how to become a paralegal
- Understand how to initiate cases
- Understand how to manage client meetings
- Understand how to manage clients
- Understand how to manage cases

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 1-16

Topic: Walking the Line, Ethics, Immigration Definitions and Concepts

Objective:

- Understand ethical issues
- Understand key definitions and concepts
- Apply ethical knowledge, key definitions and concepts to immigration practice

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 17-29

****Topic Quiz****

WEEK 2

Topic: Agencies that Affect Immigration Law

Objective:

- Learn about various agencies that affect immigration law



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- Understand the role of the various government agencies in immigration law

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 30-35

Topic: Know the Clients

Objective:

- Understand common issues relating to clients' background that may affect effective representation and outcome of the case
- Learn how to obtain records from various government agencies - USCIS, EOIR, CBP/OBIM, DOJ, Social Security Administration, State Law Enforcement Agencies, and FBI
- Know what forms are required to know about the client and the process of obtaining the records

Reference: CFUIS FOIA General Guide, 2019

ILRC, A Step-by-Step Guide to Completing FOIA Requests, 2019

AIC FOIA for Immigration Lawyers - Practice Advisory, 2017

****Topic Quiz****

WEEK 3

Topic: Immediate Relatives and Preference Categories, Proving the Relationship

Objective:

- Learn about immediate relatives and preference categories
- Understand priority dates and visa bulletin
- Learn how to prove family relationship

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 473-476

Topic: Preparing the I-130 Family Based Petition and Adjustment of Status, Removal of condition

Objective:

- Understand the family-based petition and adjustment of status
- Understand the adjustment of status process
- Learn about the family-based petition and adjustment of status forms



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- Understand the petition to remove conditions

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 462-482

Topic: Supporting Documentation: Family Based Petition and Adjustment of Status

Objective:

- Learn how to prepare the family-based petition application package
- Learn how to prepare the adjustment of status application package
- Know how to locate, use and prepare required forms for family-based petition
- Know how to locate, use and prepare required forms for family-based adjustment of status
- Learn about the required documents to support family-based petitions

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 483-492

****Topic Quiz****

WEEK 4

Topic: The K-1 and K-3 Non-Immigrant Visas

Objective:

- Learn about Fiancé(e) Visa
- Learn the K-1 Visa process and how to prepare the application package
- Learn the K-3 Visa process and how to prepare the application package

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 493-498

<https://www.uscis.gov/family/family-us-citizens/k-3k-4-nonimmigrant-visas>

Topic: Consular Processing

Objective:

- Understand Consular Processing steps
- Learn how to prepare Consular Processing documentation
- Learn how to prepare clients for consular processing interview



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Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 462-488.

Topic: Provisional Unlawful Presence Waiver 601A

Objective:

- Understand the provisional unlawful presence waiver
- Understand who is a qualifying relative
- Understand who qualifies for the provisional unlawful presence waiver

Reference: A Guide for Immigration Advocates, 2016 (Handout, Unit 6, Pages 6-45 to 6-49)

****Topic Quiz****

WEEK 5

Topic: Establishing Extreme Hardship

Objective:

- Learn how to establish extreme hardship (including documentation requirements)
- Learn how to apply extreme hardship criteria to immigration cases

Reference: A Guide for Immigration Advocates, 2016 (Unit 6, Pages 6-49 to 6-51)

Topic: I-212 Waiver, Application for Permission to Reapply for Admission into the United States after Deportation or Removal

Objective:

- Understand the I-212 waiver
- Understand eligibility for the I-212 waiver
- Learn how to prepare the application package
- Learn about supporting documentation for the application

Reference: CFUIS Sample I-212 Waiver Application Package

Web-based info for I-212 Waiver

USCIS.gov link to I-212 Waiver: <https://www.uscis.gov/i-212>



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Topic: The Public Charge Final Rule

Objective:

- Understand the public charge rule
- Understand the I-944, declaration of self-sufficiency
- Understand the DS-5540, public charge questionnaire
- Learn about the supporting documentation requirement of the public charge rule

Reference: USCIS Public Charge Final Rule from Federal Register (pdf)

USCIS.gov link to <https://www.uscis.gov/greencard/public-charge>

USCIS.gov link to I-944: <https://www.uscis.gov/i-944>

USCIS.gov link to DS-5540: <https://eforms.state.gov/Forms/ds5540.PDF>

****Topic Quiz****

WEEK 6 and 7

******Study period for Final Exam, Readings or other Required Work******

Module 2 - Non-Immigrant Visas

WEEK 1

Title: The B-1 and B-2 Non-Immigrant Visas

Objective:



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- Learn about B-1 Visitor Visa
- Learn about B-2 Visitor Visa
- Learn about the extension or change of status to B-1 or B-2 Visa
- Learn the B-1 Visa process and how to prepare the application package
- Learn the B-2 Visa process and how to prepare the application package
- Learn the extension or change of status to B-1 or B-2 Visa process and how to prepare the application package

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 36-70

Title: The E-1 and E-2 Non-Immigrant Visas

Objective:

- Learn about E-1 Treaty Trader Visa
- Learn about E-2 Treaty Investor Visa
- Learn about the extension of the E-1 and E-2 Visa
- Learn the E-1 Visa process and how to prepare the application package
- Learn the E-2 Visa process and how to prepare the application package

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 71-100

****Topic Quiz****

WEEK 2

Title: The F, J, and M Non-Immigrant Visas

Objective:

- Learn about the J-1 Exchange Visitor Visa
- Learn about the F-1 Academic and Language Student Visa
- Learn about the M Vocational Student Visa
- Learn the certificate of eligibility for the F, J, and M Visas

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 162-186



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Title: The H Visa Category and the H-1B Non-Immigrant Visa

Objective:

- Learn the different H Non-Immigrant Visas
- Learn the key concepts and process of the H-1B Visa
- Learn about the extension, change of status and change of employer for the H-1B Visa
- Learn how to prepare the H-1B application package

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 187-256

****Topic Quiz****

WEEK 3

Title: The L-1A and L-1B Intracompany Transferees Non-Immigrant Visas

Objective:

- Learn about the L-1A classification and L1-B classification
- Learn about the petition letter and supporting documents
- Learn how to prepare the L-1A and L-1B application package the E-1 and E-2 Visa

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 257-296

Title: The O, P, Q, R-1 and TN NAFTA Non-Immigrant Visas

Objective:

- Learn about the O, P, Q, R-1 and TN Non-Immigrant Visas
- Learn the O and P Visa process and how to prepare the application package
- Learn the R-1 Visa supporting documents and how to prepare the application package
- Learn the TN Visa process and how to prepare the application package

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 297-366

****Topic Quiz****

WEEK 4



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Title: The U & T Non-Immigrant Visas

Objective:

- Learn about the U & T Visas eligibility
- Understand the inadmissibility issues and waiver for the U & T Visas
- Learn about Law Enforcement Certifications
- Learn about the U & T Visas adjustment of status process
- Learn the U & U Visa supporting documents and how to prepare the application package

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 367-376

USCIS.gov link to I-918: <https://www.uscis.gov/i-918>

USCIS.gov link to I-914: <https://www.uscis.gov/i-914>

Title: The U & T Non-Immigrant Visas Workshop

Objective:

- Learn about the practical application of U & T Visas
- Learn about screening for U & T Visas

Reference: CFUIS U & T Visas Guide

****Topic Quiz****

WEEK 5

Title: The Special Immigrant Juveniles (SIJ) Status: Eligibility and Adjudication

Objective:

- Learn about SIJ eligibility
- Learn about SIJ adjudication
- Learn about SIJ supporting documents and how to prepare the application package

Reference: USCIS.gov links to SIJ: <https://www.uscis.gov/green-card/sij>

<https://www.uscis.gov/policy-manual/volume-6-part-j>

Title: The Special Immigrant Juveniles (SIJ) Status: Adjustment of Status

Objective:



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- Learn about SIJ adjustment of status process
- Learn about SIJ adjustment of status supporting documents

Reference: USCIS.gov links to SIJ: <https://www.uscis.gov/policy-manual/volume-6-part-j>
<https://www.uscis.gov/green-card/special-immigrant-juveniles/green-card-based-special-immigrant-juvenile-classification>

****Topic Quiz****

WEEK 6

Title: Citizenship: The N-600 and N-600K

Objective:

- Learn about automatically acquired U.S. citizenship
- Learn about the N-600 and N-600K and the supporting documents
- Learn the process and how to prepare the N-600 and N-600K forms

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 603-608

USCIS.gov link to N-600: <https://www.uscis.gov/n-600>

USCIS.gov link to Certificates of Citizenship and Naturalization:

<https://www.uscis.gov/policy-manual/volume-12-part-k>

Title: Naturalization

Objective:

- Learn about naturalization eligibility
- Learn about Naturalization Examination
- Learn about the N-400 and the supporting documents
- Learn the process and how to prepare the form N-400

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 608-634

USCIS.gov link to N-400: <https://www.uscis.gov/n-600>

USCIS.gov links to Citizenship Through Naturalization:

<https://www.uscis.gov/us-citizenship/citizenship-through-naturalization>



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<https://www.uscis.gov/policy-manual/volume-12>

****Topic Quiz****

WEEK 7 and 8

******Study period for Final Exam, Readings or other Required Work******

Module 3 - Asylum/Refugee Immigration

WEEK 1

Title: Understanding US asylum and Refugee laws as part of the International Framework.

Objective:

- Understand the historical origins of US Asylum and Refugee laws/treatise.
- Understand legal concepts in Asylum/Refugee law, the difference between Asylees and Refugees.
- Understand the legal framework for Asylum and Refugees.
- Understand the role of the various government agencies in immigration law

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 499-506

Title: Understanding the procedure for getting asylum.

Objective:

- Understand the application for asylum process
- Understand how to affirmatively apply for asylum. Time limits.
- Understand the options for decisions by the Asylum officer.
- Protections in Asylum law based upon political opinion, religion, race of nationality, and social group. Persecution, reasonable fear
- Understand benefits afforded to asylee and refugees.

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 409-506



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****Topic Quiz****

WEEK 2

Title: Asylum in Immigration Court

Objective:

- Understand the role of the Executive Office of Immigration Review Courts within the Department of Justice
- Understand the step by step process in Immigration court
- Understand the consequences of a denial or grant of asylum in Immigration Court.
- Understand the appeals process of decisions in immigration court.
- Understand the structure of an Asylum Case

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 499-517

Immigration Court Practice Manual

Board of Immigration Appeals Practice Manual

Title: Rights and responsibilities after grant of asylum or becoming a refugee

Objective:

- Adjustment of status
- travels abroad
- Benefits for family or relatives

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 499-506

****Topic Quiz****

WEEK 3

Title: Understanding the process of Removal Proceedings

Objective:

- Understand withholding/cancellation of Removal
- Understand allegations in Notice to Appear (NTA)
- Understand the Convention Against Torture (CAT)
- Understand factors that place an immigrant in removal proceedings



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- Understand concept of Bond and mandatory detention
- Understand benefits and drawbacks to various forms of relief.

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 576-602

Title: Basic procedures and Motions in Immigration Court

Objective:

- Understand Motion filed with the Immigration Court and their purpose
- Understand how to apply for relief, other than Asylum
- Understand drafting supporting documents, affidavits, declaration
- Understand rulings for filings, formats.

Reference: AILA Guide to Immigration Law for Paralegals, 2015, page 579-602
Immigration Court Practice Manual

****Topic Quiz****

WEEK 4

Title: Immigration Court

Objective:

- Understand the structure and role of Immigration Court and Immigration Judges.
- Understand how to use and read the Immigration Court Practice Manual.
- Understand how to file with the court, deadlines and parties
- Understand Motions and their purpose.

Reference: Immigration Court Practice Manual

Chapter 1.	The Immigration Court	Page 1-13
Chapter 3.	Filing	Page 37-58
Chapter 5.	Motions	Page 97-112

Title: Board of Immigration Appeals

Objective:

- Understand the structure and role of Immigration Court and Immigration Judges



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- Understand how to use and read the Immigration Court Practice Manual
- Understand how to file with the court, deadlines and parties
- Understand Motions and their purpose.

Reference: Board of Immigration Appeals Practice Manual

Chapter 1.	The Board of Immigration Appeals	Page 1-10
Chapter 3.	Filings	Page 31-47
Chapter 5.	Appeals of Immigration Court Decisions	Page 49-73

****Topic Quiz****

WEEK 5 and 6

******Study period for Final Exam, Readings or other Required Work******

END of Required Coursework for:

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