



Siotoh Academy

SIOTOH ACADEMY EXTENDED LEARNING PROGRAM SERIES

Siotoh Academy Certified Immigration Support Specialist – *CISS 101*

***This is a tentative syllabus. Siotoh Academy reserves the rights to make changes to syllabus as needed.

WEEK 1: START HERE

Read:

- Welcome to Immigration 101

Review:

- Know Your Instructor page
- Important! page
- Requirement & Timelines page
- About the Program page
- Books and References page

Post:

- Let's Meet You page [Introduce yourself]

*****Discussion and Course Outline Quiz*****

WEEK 2

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

Objectives:

- 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

*****Discussion*****



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

Objectives:

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

*****Topic Quiz*****

WEEK 3

Topic A: Agencies that Affect Immigration Law

Objectives:

- Explore the various agencies that affect immigration law
- Describe the role of the various government agencies in immigration law

*****Discussion*****

Topic B: Know the Clients

Objectives:

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

*****Topic Quiz*****



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WEEK 4

Topic A: Immediate Relatives and Preference Categories, Proving the Relationship

Objectives:

- Review the immediate relatives and preference categories
- Analyze priority dates and visa bulletin
- Describe how to prove family relationship

*****Discussion*****

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

Objectives:

- Examine the family-based petition and adjustment of status
- Discuss the adjustment of status process
- Identify the family-based petition and adjustment of status forms
- Describe the petition to remove conditions

*****Assignment*****

WEEK 5

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

Objectives:

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

*****Discussion and Topic Quiz*****



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WEEK 6

Topic: Consular Processing

Objectives:

- Identify Consular Processing steps
- Discuss how to prepare Consular Processing documentation
- Describe how to prepare clients for consular processing interview

*****Discussion and Topic Quiz*****

WEEK 7

Topic A: Provisional Unlawful Presence Waiver 601A

Objectives:

- Examine the provisional unlawful presence waiver
- Identify who is a qualifying relative
- Describe who qualifies for the provisional unlawful presence waiver

*****Discussion*****

Topic B: Establishing Extreme Hardship (focus on psychological eval)

Objectives:

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



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

Objectives:

- Review the I-212 waiver
- Identify eligibility for the I-212 waiver
- Discuss how to prepare the application package
- Identify and discuss the supporting documentation for the application

*****Assignment*****

WEEK 8

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

END of Required Coursework

Next: Register for CISS 102