AILA Fundamentals of Immigration Law
Online Course Outline

**Module 1: Basics**

Faculty:
Josiah J. Curtis (ML), AILA New Members Division Steering Committee Vice Chair, Boston, MA
Anastasia Tonello, AILA President Elect, New York, NY
Ira J. Kurzban, AILA Author, Kurzban’s Immigration Law Sourcebook/AILA Past President, Miami, FL

Module Outline:
- **Video:** Welcome to the Fundamentals Online Course – Speaker: Linda Kenepaske, AILA Fundamentals Online Course Committee Chair, New York, NY
- **Reading:** How to Take This Course
- **Reading:** How the United States Immigration System Works, American Immigration Council
- **Video:** Terminology
  - Visa vs. I-94
  - Status vs. Classification/Category
  - Consular Notification, Change of Status, Extension, Amendment
  - Nonimmigrant/Immigrant/Dual Intent
  - Petitioner/Beneficiary/Applicant
  - Acronyms (Immigration Categories, Forms, Government Agencies)
- **Document:** List of Common Terms and Acronyms
- **Document:** Chart of Nonimmigrant and Immigrant Categories
- **Document:** List of Online Resources
- **Video:** Introduction to Practice Areas and How They Differ
- **Video:** Description of Practice Area: Business
  - Nonimmigrant Categories
  - Immigrant Categories
  - Investors
- **Video:** Description of Practice Area: Humanitarian and Family
  - Asylum, Temporary Protected Status (TPS), Deferred Action for Childhood Arrivals (DACA), U Visa, Violence Against Women Act (VAWA)
  - Family Immigrants
  - Naturalization
- **Video:** Description of Practice Area: Removal and Deportation Relief
  - Immigration Court Practice

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(ML) = Module Leader
• **Video:** Government Agencies Which Work on Immigration
  - U.S. Department of Homeland Security (DHS)
    - U.S. Citizenship and Immigration Services (USCIS)
    - U.S. Immigration and Customs Enforcement (ICE)
    - U.S. Customs and Border Protection (CBP)
  - U.S. Department of State (DOS)
  - U.S. Department of Labor (DOL)
    - Board of Alien Labor Certification Appeals (BALCA)
  - U.S. Department of Justice (DOJ)
    - Executive Office for Immigration Review (EOIR)

• **Resources List**
  - A Curated List of Additional Publications, Recordings, and Resources

**MODULE 2: ETHICS**

**Faculty:**
Craig Dobson (ML), AILA Ethics Committee Vice Chair/Fundamentals Online Course Committee, New York, NY
Alan Goldfarb, AILA Ethics Committee Chair, Minneapolis, MN
Meghan Moore, AILA Ethics Committee, Wyoming, MI
Cyrus Mehta, New York, NY
Amy M. Wax, Boston, MA

**Module Outline:**
• **Video:** Overview of Ethics in Immigration

• **Issues of Dual Representation**
  - **Document:** Sample Engagement Letter Language
  - **Reading:** ABA Model Rule 1.7 and Comments
  - **Video:** Dual Representation
    - When Is It Allowed?
    - Waivers
    - Confidentiality and Privilege

• **Conflicts of Interest by:**
  - **Document:** Chart Comparing Rules 1.7, 1.9, and 1.18
  - **Reading:** ABA Model Rules 1.7, 1.9, and 1.18
  - **Video:** Current, Former, and Prospective Clients
    - When Does One Become a Prospective Client?
    - When Does One Become a Current Client?
    - When Does One Become a Former Client?
  - **Video:** Conflicts of Interest
    - What Are the Protections Owed to a Current Client?
    - What Are the Protections Owed to a Former Client?
    - What Are the Protections Owed to a Prospective Client?

• **Guiding Clients Without Crossing Boundaries**
  - **Reading:** “Yes, No, or Maybe: The Importance of Developing a Philosophy of Lawyering in an Era of Immigration Upheaval,” by Craig Dobson, AILA Doc. No. 17092930
  - **Video:** Practicing Law in Accordance with One’s Vision and Values
    - Many of the Ethics Rules Allow the Lawyer to Exercise Broad Judgment
    - Diligence and Competence
    - Zealousness

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Exercise: Draft Your Own Philosophy of Lawyering
Reading: Rule 2.1, Rule 1.2 (d), and Comments
Video: Advising Clients – Legal and Non-Legal Advice
Video: Mock Client Meeting: Your Client Is Considering Engaging in Unlawful Conduct

Responsibilities When Providing Pro Bono Representation
Reading: ABA Model Rules 1.1, 1.2, 1.3, 6.5, and Comments
Video: Ethics Pointers When Representing Pro Bono Clients
  - The Conflicts Rules Are Relaxed to Encourage Pro Bono Representation
  - Limit the Scope of Your Representation
  - Great Way to Gain Experience, But Make Sure You Are Competent and Diligent

Confidentiality
Reading: ABA Model Rules 1.6, 5.2, 5.3, and Comments
Video: Confidentiality
  - Lawyers Must Keep Information Confidential
  - Advise Subordinate Lawyers and Non-Lawyers on Their Obligations
  - Disclose Only After Careful Analysis of the Applicable Laws and Rules
  - Does HIPAA Apply?

Files and Document Controls
Video: Choose a File Storage Solution Carefully
  - Encryption
  - Location of Data
  - Who Has Access?
  - General Data Protection Regulation (GDPR)

Financial Ethics and Interest on Lawyers Trust Accounts (IOLTAs)
Reading: ABA Model Rules 1.15, 1.5, and Comments 8 CFR 1003.102(a) and ABA Model Rules on Client Trust Account Records
Video: Legal Fees
  - Reasonable/Grossly Excessive Standard
  - Flat Fees
  - Minimum Fees
  - Hourly Fees
  - Hybrid Fees
Video: Trust Accounts
  - Where Do Upfront Flat Fees Go?
  - Other Upfront Fees
  - Good Bookkeeping

Resources List
A Curated List of Additional Publications, Recordings, and Resources

Module 3: Client Management

Faculty:
Ruben Luis Reyes (ML), AILA Board of Governors/Fundamentals Online Course Committee, Phoenix, AZ
Neena Dutta, AILA Board of Governors/TSC Liaison Committee Chair, New York, NY
Michael Jarecki, AILA Chicago Chapter Chair, Chicago, IL

Module Outline:
  - Video: Overview of Client Management Module
  - Client Checklists

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Document: Sample Checklists

Video: Client Checklists
  - Purpose of Client Checklist
  - Getting the Most Benefit from Your Checklist: Strategies
  - Develop Your Own Checklist – Or Not … But Do So Knowingly

Video: Choosing Your Space and Thinking About Consultation Style
  - Where You Consult Matters
  - Choose Your Space
  - Choose Your Tone
  - Choose Your Brand
  - Stick with It

Video: You Can’t Wear All Hats – Know Your Role in a Consultation
  - Remember They Are Prospective Clients – And You Are Only an Attorney
  - You Cannot Solve All Problems
    - There Are Problems You Should Not Attempt to Solve
  - Conflicts, Conflicts, Conflicts

Video: Remember Icarus and the Dangers of Flying Too High: Setting Realistic Expectations
  - Be Realistic with Your Expectations (What Does That Mean?)
  - Be Realistic with Advice (What Do You Think Can Happen?)
  - Consider How Many Ways Their Situation Can Turn Sour – (Be Honest with Yourself and Your Client)
    - Explain These in Detail
    - Consider What You Don’t Know
    - Consider What Could Change
  - There Is Never a Sure Thing – Aside from Murphy’s Law

Video: Mock Client Consultation

Exercise: Find Three Local Options for Pro Bono Consultations and/or Create a List of Pro Bono Referrals When Client Cannot Afford to Retain

Reading: “Connecting with Clients During Dramatic Shifts in Immigration Policy,” AILA Doc. No. 17012603

Video: Working with Victims of Trauma
  - Be Truthful with Your Time Constraints
  - It Is Acceptable to Say You Don’t Know
    - Better Ways to Say You Don’t Know
    - Other Ways to Say You Don’t Know
  - Understanding Your Potential Client
    - Understand the Circle of Abuse and Violence – Learn About the Community You Are Serving

Video: Setting Expectations with Victims of Trauma
  - This Goes for You, Too!
  - How to Deal with Lapses in Memory and Difficult Topics (i.e., Sexual Abuse, Physical Abuse, Drug Abuse, Self-Harm, Neglect of Self and Others)
  - Offer Only What You Are Willing to Provide

Video: Building the Client’s Narrative
  - Build It and They Will See What You Are Explaining
  - It’s Like Building a House
  - Use of Metaphors to Explain Difficult Concepts
  - Use of Symbolism to Explain Their Situation
  - Policy Issues and Complex Analysis Made Easy Through Diagrams and Use of Colors

Resources List
  - A Curated List of Additional Publications, Recordings, and Resources

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MODULE 4: LAW OFFICE MANAGEMENT

Faculty:
Ruby Lichte Powers (ML), AILA Fundamentals Online Course Committee, Houston, TX
Lisa N. Ellis, AILA Board of Publications Chair, Seattle, WA
Kirby Gamblin Joseph, Aurora, CO

Module Outline:
- **Video**: Overview of Law Office Management Module
- **Document**: Law Practice Checklist
- **Video**: Starting or Managing a Law Firm
  - Goals
  - Core Values
  - Structure
  - Management Skills
  - Pointers for Solo Practitioners
- **Video**: Case Management, Processes, and Leveraging Technology
  - Organizational Structures (Files, Case Tracking, Scheduling, etc.)
  - Best Communication Techniques
  - Case Management Software: Features of Various Options
  - Leveraging Technology to the Maximum
- **Reading**: “Practice Management Software: What Is It and How Do I Choose It?,” AILA Doc. No. 18052166
- **Video**: All About Money
  - Attorney-Client Agreements
  - Hourly vs. Flat Fee: Realistic Fee Structures
  - How to Structure Bank Accounts
  - Taking Payments: Vendors and Procedures
  - Budgets
  - Forecasting
- **Reading**: “A New Lawyer’s Guide to Interest on Lawyer Trust Accounts (IOLTA),” AILA Doc. No. 18073132
- **Reading**: “Spot and Stop Employee Theft,” AILA Doc. No. 18110800
- **Reading**: “Have You Set Business Targets for Your Firm?,” AILA Doc. No. 18020834
- **Video**: Building Your Brand: Marketing Your Law Practice
  - Marketing
  - Social Media
  - Media and Public Relations
  - Networking Skills and Resources
- **Exercise**: Analyze Existing Sales Sources and Sales/Client/Case Funnel
- **Document**: Marketing Plan Checklist
- **Video**: Hiring, Managing, and Firing Staff
- **Document**: Hiring Checklist
- **Reading**: “Law Firm Management: Phases of Staffing,” AILA Doc. No. 14021045
- **Reading**: “Attracting and Compensating Great Employees for Your Firm,” AILA Doc. No. 17050433
- **Video**: Mock Employee/Contractor Interview and Discussion: Hiring
- **Video**: Self-Care and Preventing Burnout
- **Video**: In Summary, Best Practices in Running and Managing a Successful Practice
- **Resources List**:

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MODULE 5: HUMANITARIAN & ASYLUM

Faculty:
Yemi Getachew (ML), AILA Santa Clara Chapter Chair, San Jose, CA
Cynthia Lucas, AILA Fundamentals Online Course Committee, Los Angeles, CA

Module Outline:
- **Video:** Overview of Humanitarian and Asylum Module
- **Documents:** Sample Forms
  - I-360 Petition for Amerasian, Widow(er), or Special Immigrant
  - I-918 Petition for U Nonimmigrant Status
  - I-192 Application for Advance Permission to Enter as a Nonimmigrant
  - I-589 Application for Asylum and Withholding of Removal
- **Document:** Humanitarian Relief Chart
- **Reading:** “Asylum and Related Claims for Relief” from Navigating the Fundamentals of Immigration Law (2022–23 Ed.).
- **Video:** ABC’s of Affirmative Asylum
  - Important Deadlines (One Year, EAD Eligibility, Overview of Wait Times)
  - Brief Checklist on Evidence
  - Preparing for Asylum Office Interview
  - What to Expect During the Interview
  - Post-Interview: Grant vs. Referral
- **Reading:** “A Brief Overview of Forms of Relief in Removal Proceedings,” Navigating the Fundamentals of Immigration Law (2022–23 Ed.)
- **Video:** VAWA Relief
  - Overview of Eligibility
  - Who Can Be a Self-Petitioner? Who Can Be a Derivative?
  - Analogies to Family-Based Immigrant Visas in Considering Wait Times/Adjustment Eligibility
  - Tackling an I-130 Shift to I-360 and Brief Overview of Ethical Considerations
  - When It Is Time to Get Defensive: Brief Introduction to Defensive VAWA Relief
- **Video:** Identifying T Visa Relief
  - Overview of Eligibility
  - T Visa as an Alternative in Domestic Violence Cases
- **Video:** The Mechanics of U Visa Relief in Modern Times
  - Overview of Eligibility
  - Addressing Grounds of Inadmissibility and Introducing Standard for Waivers
  - Backlogs/Wait Times
  - Waitlist vs. Approval: Explaining the Nuances
- **Reading:** "Preventing Removal of SIJ Beneficiaries: From USCIS to Federal Court and Everything in Between," Immigration Practice Pointers (2021-22 Ed.)
- **Video:** Mock Intake of a Special Immigrant Juvenile
  - Brief Overview/Summary of Eligibility
  - Issue-Spotting for SIJ Eligibility
  - Questioning About Abuse, Neglect, or Abandonment by One or Both Parents
  - Working with Local State Law Experts/Mentors for State Court Representation
  - Special Ethical Issues in Representing Minors
- **Exercise:** Issue-Spotting Humanitarian Relief Through Diverse Hypotheticals
- **Resources List**
MODULE 6: FAMILY IMMIGRATION

Faculty:
Angela Ferguson (ML), AILA Fundamentals Online Course Committee, Kansas City MO
Robert B. Scott, New York, NY

Module Outline:
- **Video:** Overview of Family Immigrant Categories and Numerical Quotas
- **Reading:** “Family-Based Immigrant Visas,” Bureau of Consular Affairs, U.S. Department of State
- **Reading:** “The Visa Bulletin,” Bureau of Consular Affairs, U.S. Department of State
- **Reading:** “Four Myths About Chain Migration Debunked” The Daily Dot, February 8, 2018
- **Video:** Reviewing Eligibility for a Family-Based Immigration Visa Petition
  - Immediate Relatives
  - Family Preference
  - Definition of “Child”
  - Fiancée Visa
  - Cross Chargeability
- **Video:** Special Considerations for Family Immigration
  - Bona Fides of Relationship (Spousal Petitions)
  - Past Marriages (Spousal Petitions)
  - Past Petitions (INA §204(c)) (Spousal Petitions)
  - Dual Representation (Spousal Petitions)
  - Good Faith Marriage Exemption Request
  - Petitioning for Out-of-Wedlock Children
  - Petitioning for Step-Children and Step-Siblings
- **Reading:** "Family-Sponsored Immigration," Navigating the Fundamentals of Immigration Law (2022–23 Ed.)
- **Video:** Mock Intake for Spousal Family-Based Case
- **Document:** Sample Client Intake Sheet for Family Immigration
- **Document:** Sample Attorney Intake/Interview Sheet for Family Immigration
- **Video:** Overview on Preparing and Filing the Immigrant Visa Petition—The I-130
  - The Forms
  - The Required Documents
  - Where to File
- **Documents:** I-130 Petition for Alien Relative Form, I-130A Supplemental Information for Spouse Beneficiary, and Instructions
- **Document:** Sample G-28
- **Exercise:** I-130 Issue-Spotting
- **Video:** Problems and Pitfalls in Family Immigration
  - Past Immigration and Criminal History of Petitioner
  - Past Immigration and Criminal History of Beneficiary
  - Death of Petitioner
  - Aging Out of Beneficiary
- **Video:** The I-601A and I-212 Waiver Possibilities
  - Eligibility
  - Possible Roadblocks: Pending Removal Proceedings, Past Removal or Deportation Orders, and Shifting DHS Attitudes Toward the I-601A and I-212 Waivers
  - Procedures for Filing I-601A and/or I-212 Petitions Stateside

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Resources List:
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Module 7: Most Commonly Used Nonimmigrant Visas

Faculty:
Beata Leja (ML), AILA TSC Liaison Committee, Chicago, IL
Allen Orr, AILA Treasurer, Washington, DC
Jennifer Hermansky, AILA Board of Governors, Philadelphia, PA
Ian E. Scott, New York, NY

Module Outline:
- Video: Overview of Most Commonly Used Nonimmigrant Visas
- Video: B-1/B-2/Electronic System for Travel Authorization (ESTA)
  o Definitions/Purpose/Duration of Each Visa Type
  o Permissible Activities: B-1 vs. B-2
  o B-1 in Lieu of H-1B/H-3
  o When to Use B-1 vs. ESTA
  o Advising Client at CBP Inspection/Red Flags
- Video: F-1 Student
  o Definition/Purpose of Visa
  o Schools Programs Eligible for F-1
  o Role of the Student and Exchange Visitor Program (SEVP)
  o I-120 and the Role of the Designated School Official (DSO) and the Student and Exchange Visitor Information System (SEVIS)
  o Changing and Maintaining Status; Reinstatement
  o Employment Authorization: Curricular Practical Training (CPT), Optional Practical Training (OPT), STEM OPT, and H-1B Cap Gap
  o F-1 vs. M-1/B-1
  - M Visa: Vocational or Non-Academic Institution
  - B Visa: Short Recreational Course of Study
  o Dependent Visa F-2
- Video: J-1 Exchange Visitor
  o Purpose and History: Promote Cultural Exchange
  o Uses: Professional Trainee/Intern, Au Pair, Graduate Medical Training, Research Scholars, and More
  o DS-2019 Forms and the Role of Program Sponsors
  o Two-Year Home Residency Requirement: How to Determine if Your Client is Subject
  o Waiver of the Two-Year Home Residency Requirement Under INA §212(e)
- Video: H-1B Specialty Occupation
  o Definition of “Specialty Occupation”
  o Prevailing Wage Requirement
  o Labor Condition Application
  o DOL Notice and Recordkeeping Requirements: Public Access File
  o Cap-Subject vs. Cap-Exempt Cases: H-1B Lottery
  o Employer-Employee Issues, Control, and Third-Party Worksites
  o H-1B Portability Provision
  o H-1B1: Chile and Singapore

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• **Document:** H-1B Specialty Occupation and Portability Cover Letter
• **Exercise:** Draft H-1B Cover Letter
• **Reading:** “Updated Overview of the L-1 Visa—General Requirements and Impact of Trump’s ‘Buy American, Hire American’ Order,” *Navigating the Fundamentals of Immigration Law* (2019–20 Ed.)
• **Video:** L-1A/B Multinational Manager/Specialized Knowledge Intracompany Transferee
  ○ Definitions: L-1A vs. L-1B
  ○ Qualifying Employment Abroad
    ▪ Managerial vs. Executive Capacity
    ▪ Definition of “Specialized Knowledge”
    ▪ Proving Employment Abroad
  ○ Definition of Qualifying Organization
  ○ “U.S. Company Doing Business” Requirement
  ○ New Office L-1 Requirements
  ○ Duration
  ○ Dependents
  ○ Requirements for Blanket L
• **Reading:** “E-1 and E-2 Nonimmigrants,” *Navigating the Fundamentals of Immigration Law* (2019–20 Ed.)
• **Video:** E-1/E-2: Treaty Trader/Investor
  ▪ Definition and Requirements: E-1 vs. E-2
  ▪ National of Treaty Country
  ▪ Principal Trade Requirement for E-1
  ▪ Investment Requirement for E-2
  ▪ Intent to Depart the United States Upon Termination of E Status
  ▪ Application Process: Consulate vs. Change of Status (COS)
  ▪ Duration
  ▪ Dependents: Work Authorization
• **Reading:** “O and P Nonimmigrants,” *Navigating the Fundamentals of Immigration Law* (2019–20 Ed.)
• **Video:** O-1 Extraordinary Ability/P Athletes, Artists, Entertainers
  ○ Definition of Extraordinary Ability and Criteria: O-1A vs. O-1B
    ▪ Advisory Opinion Letter Requirement
    ▪ O-2 Accompanying Foreign Nationals
    ▪ Duration
    ▪ Dependents: O-3
  ○ P Athletes, Artists, and Entertainers
    ▪ Definition
    ▪ Requirements
    ▪ P-1A vs. P-1B
    ▪ P-2
    ▪ P-3
    ▪ Accompanying Personnel
    ▪ Duration
    ▪ Dependents
• **Video:** TN NAFTA Professionals
  ○ Available to Citizens of Mexico or Canada
  ○ 26 Professions
  ○ COS vs. Applying at the Consulate or Border – Evidence Needed
  ○ Duration
  ○ Dependents: TD Visa

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• **Reading:** “Business Immigration/RFEs, NOIDs and Challenging Denials,” *Immigration Practice Pointers* (2017–18 Ed.)

• **Video:** Handling Requests for Evidence (RFEs)

• **Video:** Mock Dialogue: Managing Client Expectations/Communicating with Clients
  - Timeline of the Case
  - Handling an RFE, Notice of Intent to Deny (NOID), and Denial
  - Wrapping Up Client Representation Upon Approval

• **Resources List:**
  - A Curated List of Additional Publications, Recordings, and Resources

**MODULE 8: EMPLOYMENT-BASED IMMIGRANT VISAS**

*Faculty:*

Diana Vellos Coker (ML), San Diego, CA

Kevin W. Miner, AILA Board of Governors/AILA Author, *Business Immigration: Law & Practice, 2nd Ed.,* Atlanta, GA

*Module Outline:*

• **Video:** Overview of Employment-Based (EB) Permanent Residence

• **Video:** Introduction to Each Preference Category
  - EB-1: Priority Workers
  - EB-2: Professionals with Advanced Degrees or Exceptional Ability
  - EB-3: Other EB Visas
  - EB-4: Certain Special Immigrants
  - EB-5: Immigrant Investors

• **Video:** PERM-Based Labor Certification Process
  - Prevailing Wage Determination (PWD) Request
  - Placing Ads and Recruiting
  - Filing ETA Form 9089
  - Audit File

• **Exercise:** Sample PERM Audit File (Preparation and Assembly)

• **Video:** I-140 Petition Preparation (Based on EB Preference Designated)
  - Tips for Petition Preparation
  - Required Supporting Documentation
  - Potential Ability-to-Pay Issues and How to Address Them
    - Primary Evidence
    - Secondary, Discretionary Evidence

• **Reading:** “AILA Comments on Draft RFE Template for Form I-140,” AILA Doc. No. 15060832

• **Video:** Adjustment of Status Process
  - Dual Representation: Potential Conflicts of Interest (Employer and Employee)

• **Reading:** Finding the “Golden Mean” in Dual Representation, AILA Doc. No. 07081769

• **Video:** Mock Client Interview: Employment-Based Adjustment of Status Interview

• **Resources List:**
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**MODULE 9: ADJUSTMENT OF STATUS AND CONSULAR PROCESSING**

*Faculty:*


Asako Shimazu, AILA Hawaii Chapter Chair, Honolulu, HI

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Module Outline:

- **Video:** Overview of Adjustment of Status and Consular Processing Module
- **Video:** Introduction to Adjustment of Status and Consular Processing
  - Discussion of Key Differences Between Adjustment of Status and Consular Processing
  - Definitions of Commonly Used Legal Terminology
  - Government Agencies Involved and Their Roles
- **Video:** Reading the Visa Bulletin and Determining How It Will Impact Green Card Processing Times, Including Review of USCIS Date of Filing vs. Final Action Date
- **Exercise:** How to Read the Visa Bulletin and Determine Whether USCIS Is Accepting Green Card Applications Based on Date of Filing vs. Final Action Date
- **Video:** Immigrant Admissions
  - Filing an Immigrant/Visa Petition with USCIS
  - After the Immigrant/Visa Petition Is Approved
  - I-601A and I-212 Waivers
- **Video:** Adjustment of Status Generally
  - Historical Background and Overview of INA §245
  - Adjustment of Status Under INA §§245(a), (c), and (i)
  - INA §245(k) and Other Important Considerations Regarding Green Cards
- **Video:** Adjustment of Status in Practice
  - Overview of Process, Including Forms, Fees, Medical Examinations, and Processing Times
  - Advising Clients on the Process and Managing Their Expectations
  - Travel While Adjustment of Status Is Pending
  - Adjustment of Status Interviews
- **Document:** Adjustment of Status Flow Chart
- **Reading:** “Adjustment of Status for Beginning Practitioners,” *Navigating the Fundamentals of Immigration Law* (2022–23 Ed.)
- **Video:** Consular Processing in Practice
  - Overview of Role of USCIS, the National Visa Center (NVC), and the U.S. Consulate
  - Document Collection and Procedures with the NVC
  - Immigrant Visa Fees and the DS-260
  - U.S. Consular Interviews, Including Medical Examinations, Police Clearances, and Issues of Inadmissibility
  - Entry into the United States
  - Post-Entry, Including Immigrant Visa Fee
  - Differences Between Conditional and Permanent Residence
- **Document:** Consular Process Flow Chart
- **Video:** Inadmissible Foreign Nationals and Bars to Permanent Residency
- **Video:** Important Considerations to Maintaining Permanent Residency
- **Video:** Mock Client Consultation: Demonstrating How to Advise a Potential Client of the Green Card Process, Thereby Assisting Them in Determining Whether Consular Processing or Adjustment of Status Is an Option
- **Resources List:**
  - *A Curated List of Additional Publications, Recordings, and Resources*

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MODULE 10: REMOVAL AND RELIEF

Faculty:
Carlina Tapia-Ruano (ML), AILA Past President, Chicago, IL
Michelle Saenz Rodriguez, AILA Board of Governors/ICE Liaison Committee, Dallas, TX
Michael S. Vastine, AILA Southern Florida Chapter Chair, Miami Gardens, FL

Module Outline:

- **Initiating the Case**
  - **Video**: Removability and Inadmissibility
  - **Document**: Chart of Grounds of Inadmissibility and Removability
  - **Document**: Inadmissibility Chart
  - **Case Initiation by Order to Show Cause (Old Cases) vs. Notice to Appear (NTA)**
    - **Document**: Sample Order to Show Cause
    - **Document**: Sample NTA
  - **Video**: Next Steps—Pleadings and Application for Relief

- **Bond Procedure**
  - **Document**: Bond Procedure Timeline Reference Sheet
  - **Video**: Determining Bond Eligibility
  - **Document**: Sample Bond Motion, AILA’s Immigration Litigation Toolbox (5th Ed.)
  - **Video**: Mock Bond Hearing
  - **Video**: Mock Bond Hearing Discussion

- **Relief from Removal**
  - **Video**: Current Lawful Permanent Resident (LPR)
    - EOIR-42A Cancellation
    - INA §212(c)
    - Waiver (Depending on Charges)
  - **Video**: Not a Former/Current LPR
    - Asylum: Withholding and United Nations Convention Against Torture (CAT) Relief
    - EOIR-42B Cancellation
    - VAWA Cancellation: The Differences Between VAWA Filing and VAWA Cancellation
    - Adjustment in Proceedings
  - **Reading**: "Relief from Removal: Beyond Cancellation and Asylum," Immigration Practice Pointers (2021-22 Ed.)
  - **Video**: Voluntary Departure
    - Pre-Conclusion
    - Post-Conclusion

- **Exercise**: Drafting Written Pleadings and Delivering Pleadings with Various NTAs

- **Other Important Points**
  - **Video**: Mock Court Appearance Demonstrating Trial or Courtroom Etiquette
  - **Reading**: “Special Immigrant Juveniles Across the Nation: Learning the Landscape & Collateral Considerations,” Immigration Practice Pointers (2018–19 Ed.)

- **Related Resources**
  - A Curated List of Additional Publications, Recordings, and Resources

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**Module 11: Citizenship and Naturalization**

Faculty:
Elizabeth Garvish (ML), AILA Fundamentals Online Course Committee, Atlanta, GA
James Oliver Hacking III, St. Louis, MO
Kathrin Mautino, San Diego, CA

Module Outline:
- **Video:** Overview of Citizenship and Naturalization Module
  - The Differences Between Being Lucky and Earning Your Certificate
    - Place of Birth
    - Parentage
    - Automatic
    - Naturalization
    - Posthumous
- **Reading:** N-400 and N-600 Instructions
- **Document:** Terminology List
- **Reading:** “Top 10 Reasons to Apply for U.S. Citizenship” by Sarah M. M. Duckham
- **Document:** Nationality Charts
- **Video:** The Naturalization Process
  - N-400: Complete and File
  - Biometrics
  - Interview and Examination
  - Ceremony
- **Reading:** The Naturalization Process and Requirements, *Navigating the Fundamentals of Immigration Law* (2022–23 Ed.)
- **Video:** Eligibility Criteria for Citizenship and Naturalization
  - Age
  - LPR: 3 or 5 Years
  - Special Eligibility: Military, Asylees, and Refugees
    - Asylee: 4 Years from AOS
    - Refugee: 5 Years from Date of Admission
  - Selective Service
  - Language Ability
  - Continuous and Physical Presence
  - Knowledge
  - Good Moral Character (GMC)
- **Reading:** History and Civics Exam, USCIS
- **Document:** English Exam Exemption Chart
- **Document:** Continuous/Physical Presence Handout
- **Video:** Red Flags in Citizenship and Naturalization
  - Marriages
  - Children
  - Child Support
  - Taxes
  - Criminal Convictions
  - Prior Immigration/Criminal History
  - Physical Presence History
  - Review All Filings Before Starting the Naturalization Application

Please note that all affiliations and titles listed reflect AILA’s 2017–18 committee year, when the course outline was written.
(ML) = Module Leader
- **Video:** Mock Citizenship Interview
- **Document:** Mandamus Actions Speaker PowerPoint
- **Video:** Mandamus Actions on Problem Citizenship Cases
- **Exercise:** Review of a Hypothetical Naturalization Applicant
- **Resources List**
  - A Curated List of Additional Publications, Recordings, and Resources

### ONLINE COURSE COMMITTEE

Linda Kenepaske, Online Course Chair, New York, NY
Teddy Chadwick, AILA New Members Division Steering Committee, Milwaukee, WI
Kenneth Craig Dobson, AILA Ethics Committee Vice Chair, New York, NY
Ruben L. Reyes, AILA Board of Governors, Phoenix, AZ
Marjorie Baltazar, Chicago, IL
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Elizabeth L.A. Garvish, Atlanta, GA
Cynthia Lucas, Los Angeles, CA
Sheila Mahadevan, Washington, DC
Ruby L. Powers, Houston, TX
Julianne Cassin Sharp, Southfield, MI

Kate Molski, AILA Learning and Development Specialist, Washington, DC

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*(ML) = Module Leader*