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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• **Reading:** “Agencies That Affect Immigration Law,” *Navigating the Fundamentals of Immigration Law* (2018–19 Ed.)

• **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)
  - 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

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• **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
• **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**
  - **Reading:** “Cyber Security and the Ethics of Protecting Client Data,” by Ruby Powers, Kimberly Sutton, and Patrick Kolasinski, AILA Doc No. 16072807
  - **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**
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**Module 3: Client Management**

*Faculty:
Ruben Luis Reyes (ML), AILA Board of Governors/Fundamentals Online Course Committee, Phoenix, AZ*

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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**
  - **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

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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

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
  o Goals
  o Core Values
  o Structure
  o Management Skills
  o Pointers for Solo Practitioners
• Video: Case Management, Processes, and Leveraging Technology
  o Organizational Structures (Files, Case Tracking, Scheduling, etc.)
  o Best Communication Techniques
  o Case Management Software: Features of Various Options
  o Leveraging Technology to the Maximum
• Video: All About Money
  o Attorney-Client Agreements
  o Hourly vs. Flat Fee: Realistic Fee Structures
  o How to Structure Bank Accounts
  o Taking Payments: Vendors and Procedures
  o Budgets
  o Forecasting
• Video: Building Your Brand: Marketing Your Law Practice
  o Marketing
  o Social Media
  o Media and Public Relations
  o 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

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- **Video:** Mock Employee/Contractor Interview: Hiring
- **Video:** Self-Care and Preventing Burnout
- **Video:** In Summary, Best Practices in Running and Managing a Successful Practice
- **Resources List:**
  - A Curated List of Additional Publications, Recordings, and Resources

**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* (2018–19 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:** “Humanitarian Relief Options 101,” *Navigating the Fundamentals of Immigration Law* (2016–17 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:** “Adapting Your Practice and Advancing Your Advocacy for Special Immigrant Juveniles in the Face of Visa Retrogression”
- **Video:** Mock Intake of a Special Immigrant Juvenile
  - Brief Overview/Summary of Eligibility

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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

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

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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)
  - Definitions/Purpose/Duration of Each Visa Type
  - Permissible Activities: B-1 vs. B-2
  - B-1 in Lieu of H-1B/H-3
  - When to Use B-1 vs. ESTA
  - Advising Client at CBP Inspection/Red Flags
- **Video:** F-1 Student
  - Definition/Purpose of Visa
  - Schools Programs Eligible for F-1
  - Role of the Student and Exchange Visitor Program (SEVP)
  - I-120 and the Role of the Designated School Official (DSO) and the Student and Exchange Visitor Information System (SEVIS)
  - Changing and Maintaining Status; Reinstatement
  - Employment Authorization: Curricular Practical Training (CPT), Optional Practical Training (OPT), STEM OPT, and H-1B Cap Gap
  - F-1 vs. M-1/B-1
    - M Visa: Vocational or Non-Academic Institution
    - B Visa: Short Recreational Course of Study
  - Dependent Visa F-2
- **Video:** J-1 Exchange Visitor
  - Purpose and History: Promote Cultural Exchange
  - Uses: Professional Trainee/Intern, Au Pair, Graduate Medical Training, Research Scholars, and More
  - DS-2019 Forms and the Role of Program Sponsors
  - Two-Year Home Residency Requirement: How to Determine if Your Client is Subject
  - Waiver of the Two-Year Home Residency Requirement Under INA §212(e)
- **Reading:** “H Nonimmigrants,” *Navigating the Fundamentals of Immigration Law* (2018–19 Ed.)
- **Video:** H-1B Specialty Occupation
  - Definition of “Specialty Occupation”
  - Prevailing Wage Requirement
  - Labor Condition Application

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• **Document**: H-1B Specialty Occupation and Portability Cover Letter
• **Exercise**: Draft H-1B Cover Letter
• **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
• **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
• **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

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Available to Citizens of Mexico or Canada
- COS vs. Applying at the Consulate or Border – Evidence Needed
- Duration
- Dependents: TD Visa

**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

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**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
- Jason Abrams, AILA DOS Liaison Committee, New York, NY

*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
  - Family-Based, Employment-Based, Asylum-Based, and Diversity Lottery Adjustment of Status
  - 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
- **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

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• **Reading:** “The Fundamentals of Lawyering at Consular Posts,” *Navigating the Fundamentals of Immigration Law* (2018–19 Ed.)
• **Reading:** “Best Practices for Consular Processing,” *Immigration Practice Pointers* (2017–18 Ed.)
• **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

**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:** 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
• **Relief from Removal**
  - **Reading:** “Cancellation of Removal,” *Immigration Practice Pointers* (2018–19 Ed.)
  - **Video:** Former/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
  - **Video:** Voluntary Departure
    - Pre-Conclusion
    - Post-Conclusion
• **Exercise:** Drafting Written Pleadings and Delivering Pleadings with Various NTAs
• **Other Important Points**

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• **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.)
• **Reading**: “EOIR Publishes ‘Phase I Guidance’ Regarding Protections for Detained, Unrepresented Aliens Who May Be Mentally Incompetent,” AILA Doc. No. 13123160

• **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 Steve Trow
- **Document**: Citizenship Charts
- **Video**: The Naturalization Process
  - N-400: Complete and File
  - Biometrics
  - Interview and Examination
  - Ceremony
- **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

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• **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
• **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

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**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  
Angela J. Ferguson, Kansas City, MO  
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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