Caveat

The sample documents in the Immigration Practice Toolbox are just samples. Read each one carefully and adapt it to meet your specific needs; but don’t forget, the law can change quickly, so always review the relevant rules and regulations.

I. Nonimmigrant Visas

1. B Visas

Samples

101. Checklist for Attorney to Determine Client’s Eligibility for B-1 Visa Introduction
   Checklist for Attorney to Determine Client’s Eligibility for B-1 Visa
   by Janet H. Cheetham

102 (a–b). B-1 Visa Letters of Support (two versions)
   (a)
   (b)
   originally submitted by Mark A. Ivener, updated by David Fullmer

103. Questionnaire to Client for B-2 Visa Application Introduction
   Questionnaire to Client for B-2 Visa Application
   by Sean R. Hanover

104. Cover Letter to U.S. Embassy in Support of B-2 Visa Application Introduction
   Cover Letter to U.S. Embassy in Support of B-2 Visa Application
   originally submitted by Annaluisa Padilla, updated by Maris Liss
2. E Visas

Articles
200 (a–c).
(a) E-1 and E-2 Nonimmigrants
   by Henry J. Chang
(b) The Minefield of the E-1/E-2 Multi-Jurisdictional Practice
   by Cindy Azoulay, Leigh N. Ganchan, Michael Ryvin and Ian E. Scott
(c) Tips for E Visa Processing in the Age of Trump
   by Robert G. Nadalin, Philip M. Levin, Alec P. Wilczynski, Jared Leung, and Malcolm Goeschl

Samples
201. Checklist for Client Applying for E Visa Introduction
   Checklist for Client Applying for E Visa
   by Bonnie Stern Wasser
202 (a–b). E-1 Visa Letter of Support and Table of Contents
   (a)
   (b)
   originally submitted by Brent Poirier and updated by Todd Irwin
203. E-2 Questionnaire and Checklist for Client Introduction
   E-2 Questionnaire and Checklist for Client
   by Jane W. Goldblum
204. Letter to Client Following Approval of E-2 Extension of Status Application Introduction
   Letter to Client Following Approval of E-2 Extension of Status Application
   by Avi Friedman

3. H-1B Visas

Articles
205 (a–c).
(a) Practical Tips for Navigating the H-1B Minefield
   by Maxine Bayley, Rajkrishna S. Iyer, and Fausta Maria Albi
(b) H-1B RFE trends
   by Atessa Chehrazi, Lisa Galvan, and Bennett Savitz
(c) H-1B LCA and Public Access File Compliance and Best Practices
   by Deborah J. Notkin, Chad Blocker, Elizabeth Chatham, and Eileen Scofield
Samples
206. H-1B/Labor Condition Application “To-Do” Checklist Introduction
H-1B/Labor Condition Application “To-Do” Checklist
originally submitted by Catherine L. Haight
207 (a–b). H-1B Memorandum to Employer with Labor Condition Application Worksheet
(a)
(b)
originally submitted by Nancy Taylor Shivers, (a) updated by A. James Azpiri-Vasquez
208. Letters and Memorandum to Employers on Labor Condition Application/H-1B Processing Introduction
Letters and Memorandum to Employers on Labor Condition Application/H-1B Processing
by Cyrus D. Mehta
209. Letter to H-1B Employers on Liability Regarding Use of Prevailing Wage Information and Explanation of Use of OES Information Introduction
Letter to H-1B Employers on Liability Regarding Use of Prevailing Wage Information and Explanation of Use of OES Information
originally submitted by Andrew R. Lerner
210 (a–b). Memoranda to Employer on Documentary Requirements for Labor Condition Applications (two versions)
(a)
(b)
by Brian S. Green and Sonal J. Mehta Verma
211. H-1B Support Letter for Data Warehouse Analyst-Developer Introduction
H-1B Support Letter for Data Warehouse Analyst-Developer
by Janet H. Cheetham
212. H-1B Support Letter for Physics Professor Introduction
H-1B Support Letter for Physics Professor
originally submitted by Brent Poirier and updated by Todd Irwin
213. Letter to Employer Concerning Effect of Potential Strike on H-1B Employees Introduction
Letter to Employer Concerning Effect of Potential Strike on H-1B Employees
by Paul R. Hribernick
214. Letter Withdrawing H-1B Petition Introduction
Letter Withdrawing H-1B Petition
by David Z. Izakowitz, Christine D. Mehfoud, Jacquelyn E. Stone
Letter Requesting Client’s Review of H-1B Petition Before Filing

by Andrew R. Lerner

216. Chart of Potentially Recapturable H-1B Time Introduction

Chart of Potentially Recapturable H-1B Time

by Eric Fleischmann

217. Memorandum to USCIS Regarding Recapturing of H-1B Time and Extensions of H-1B Status Beyond the Regulatory Six-Year “Cap” Introduction

Memorandum to USCIS Regarding Recapturing of H-1B Time and Extensions of H-1B Status Beyond the Regulatory Six-Year “Cap”

by Eric Fleischmann

218. Restructuring Certificate for H-1B Public Inspection Files Regarding a Corporate Change Introduction

Restructuring Certificate for H-1B Public Inspection Files Regarding a Corporate Change

by Eric Fleischmann

219. Travel Letter for H-1B Employee Following Corporate Change Introduction

Travel Letter for H-1B Employee Following Corporate Change

by Eric Fleischmann

4. L Visas

Article

220. L-1 Visa Overview

originally submitted by Danielle M. Rizzo, updated by Adam Rosen

Samples

221. Checklist for L-1 Petitioner and Beneficiary Introduction

Checklist for L-1 Petitioner and Beneficiary

original by Danielle M. Rizzo, updated by Adam Rosen

222. L-1A Support Letter from Petitioner Introduction

L-1A Support Letter from Petitioner

by Danielle M. Rizzo

223. L-1B Support Letter from Petitioner Introduction

L-1B Support Letter from Petitioner

original by Danielle M. Rizzo, updated by Adam Rosen

224. Letter to Beneficiary Following Approval of L-1 Petition Introduction

Letter to Beneficiary Following Approval of L-1 Petition

original by Danielle M. Rizzo, updated by Adam Rosen
225. Letter to Petitioner Following Approval of L-1 Petition Introduction

Letter to Petitioner Following Approval of L-1 Petition

*original by Danielle M. Rizzo, updated by Adam Rosen*

226. Letter to Canadian Beneficiary Following Approval of L-1 Petition Introduction

Letter to Canadian Beneficiary Following Approval of L-1 Petition

*original by Danielle M. Rizzo, updated by Adam Rosen*

5. Blanket L Visas

*Article*

227. Blanket L Visa Processing

*by Teri A. Simmons, Ellen Freeman, Danny Chi-Keng Chen, and Brian Bumgardner*

*Samples*

228. Cover Letter to USCIS in Support of Amended Blanket L-1 Nonimmigrant Status Petition Introduction

Cover Letter to USCIS in Support of Amended Blanket L-1 Nonimmigrant Status Petition

*by Teri A. Simmons*

229. Addendum for Amended Blanket L-1 Petition Introduction

Addendum for Amended Blanket L-1 Petition

*by Teri A. Simmons*

230. Support Letter for Blanket L-1 Petition Introduction

Support Letter for Blanket L-1 Petition

*by Teri A. Simmons*

231. Certificate of Ownership for Blanket L-1 Petition Introduction

Certificate of Ownership for Blanket L-1 Petition

*by Teri A. Simmons*

232. List of Affiliates for Blanket L-1 Petition Introduction

List of Affiliates for Blanket L-1 Petition

*by Teri A. Simmons*

233. Blanket L Execution Letter (Canadian) Introduction

Blanket L Execution Letter (Canadian)

*by Teri A. Simmons*

234. Cover Letter to USCIS in Support of L-1 Petition Based on Blanket L Approval (Canadian) Introduction

Cover Letter to USCIS in Support of L-1 Petition Based on Blanket L Approval (Canadian)

*by Teri A. Simmons*
235. Support Letter for Blanket L-1 Petition (Canadian) Introduction
   
   Support Letter for Blanket L-1 Petition (Canadian)

   by Teri A. Simmons

236. Instructions for Filing L-1 Petition Based on Blanket L Approval at Pre-Flight Inspection (for Canadian citizens only) Introduction

   Instructions for Filing L-1 Petition Based on Blanket L Approval at Pre-Flight Inspection (for Canadian citizens only)

   by Teri A. Simmons

237. Consular Processing Instructions for Filing L-1 Petition Based on Blanket L Approval (for non-Canadian citizens only) Introduction

   Consular Processing Instructions for Filing L-1 Petition Based on Blanket L Approval (for non-Canadian citizens only)

   by Teri A. Simmons

238. Instructions for DS-160, Online Nonimmigrant Visa Application (for non-Canadian citizens only) Introduction

   Instructions for DS-160, Online Nonimmigrant Visa Application

   by Teri A. Simmons

6. O Visas

Article

239. O-1 Nonimmigrant Petitions: An Overview

   by Suzanne B. Seltzer

Samples

240. Checklist for Attorney Preparing O-1 Petition Introduction

   Checklist for Attorney Preparing O-1 Petition

   by Suzanne B. Seltzer

241. Cover Letter to USCIS in Support of O-1 Petition for Artist Introduction

   Cover Letter to USCIS in Support of O-1 Petition for Artist

   by Suzanne B. Seltzer

242. Cover Letter to USCIS in Support of O-1 Petition for Scientist Introduction

   Cover Letter to USCIS in Support of O-1 Petition for Scientist

   by Suzanne B. Seltzer

243. Letter to Beneficiary Following Approval of O-1 Petition Filed by College Introduction

   Letter to Beneficiary Following Approval of O-1 Petition Filed by College

   by Suzanne B. Seltzer

244. Letter to Beneficiary Following Approval of O-1 Petition Filed by University Hospital Introduction
Letter to Beneficiary Following Approval of O-1 Petition Filed by University Hospital

by Suzanne B. Seltzer

7. P Visas

Article

245. P-1 Nonimmigrant Petitions: An Overview

by Fuji Yussefieh Whittenburg

Samples

246. Checklist for Client Applying for P-1 Status Introduction

Checklist for Client Applying for P-1 Status

by Fuji Yussefieh Whittenburg

247. Cover Letter to USCIS in Support of P-1 Petition Introduction

Cover Letter to USCIS in Support of P-1 Petition

by Fuji Yussefieh Whittenburg

248. Letter of Support from P-1 Petitioner Introduction

Letter of Support from P-1 Petitioner

by Fuji Yussefieh Whittenburg

249. Itinerary Listing Beneficiary’s Upcoming Events or Projects Introduction

Itinerary Listing Beneficiary’s Upcoming Events or Projects

by Fuji Yussefieh Whittenburg

250. Peer Expert Consultation Letter Introduction

Peer Expert Consultation Letter

by Fuji Yussefieh Whittenburg

251. (a–b). Letters of Reference (two versions)

(a)

(b)

by Fuji Yussefieh Whittenburg

252. Summary of Terms Agreement Between Petitioner and Beneficiary Introduction

Summary of Terms Agreement Between Petitioner and Beneficiary

by Fuji Yussefieh Whittenburg

8. R Visas

Article
253. R-1 Status: An Overview

*originally submitted by Danielle M. Rizzo, updated by J. Lance Conklin*

**Samples**

254. Checklist for R-1 Petitioner and Beneficiary Introduction

Checklist for R-1 Petitioner and Beneficiary

*originally submitted by Danielle M. Rizzo, updated by J. Lance Conklin*

255. (a–c). Support Letters from Religious Organizations Sponsoring R-1 Petitions Introduction

(a)

(b)

(c)

*originally submitted by Danielle M. Rizzo, Rodney M. Barker, Roseanne T. Milano, and Brent Poirier, updated by J. Lance Conklin and Ruth Lozano McChesney*

256. (a–b). Letters to Petitioner and Beneficiary Following Approval of R-1 Petitions Introduction

(a)

(b)

*originally submitted by Danielle M. Rizzo, updated by J. Lance Conklin*

9. Trade NAFTA (TN)

**Article:**

257. TN Visas—Tricky Job Categories

*by Brian Kenneth Johnson, Kathleen L. Grzegorek, and Suhi Koizumi*

**Samples**

258 (a–b). TN Cover Letter and Support Letter for Architect

(a)

(b)

*originally submitted by Mark Ivener, updated by David Fullmer*

259 (a–b). TN Cover Letter and Support Letter for Architectural Designer

(a)

(b)

*by Najia Sheikh Khalid*

260. TN Cover Letter for Management Consultant Introduction- no change

TN Cover Letter for Management Consultant

*originally submitted by Mark A. Ivener, updated by David Fullmer*

261 (a–b). TN Support Letters for Management Consultant (two versions)
262. TN Support Letter for Scientific Technician

TN Support Letter for Scientific Technician

originally submitted by Brian D. Zuccaro, updated by Joel Paget

263. (a–b). TN Support Letter for Computer Systems Analyst (two versions)

(a)

(b)

originally submitted by L. Edward Rios and Brian D. Zuccaro, (a) updated by Joel Paget

264. TN Table of Contents for Computer Systems Analyst Introduction

TN Table of Contents for Computer Systems Analyst

by L. Edward Rios

265. (a–b). TN Support Letter and Table of Contents for Registered Nurse (Mexican Citizen)

(a)

(b)

originally submitted by L. Edward Rios, (a) updated by Joel Paget

10. Miscellaneous Nonimmigrant Visa-Related Documents

Samples

266. H-3 Visa Requirements and Checklist Introduction

H-3 Visa Requirements and Checklist

by Bonnie Stern Wasser

267. (a–b). H-3 Checklist and Training Schedules

(a)

(b)

by Bonnie Stern Wasser

268. Letter to Client Regarding Visa Renewal and/or I-94 Extension Option Introduction

Letter to Client Regarding Visa Renewal and/or I-94 Extension Option

by David R. Fullmer

269. Tips for Presenting Immigration Applications and Petitions at U.S. Border Crossings and Airports Introduction

Tips for Presenting Immigration Applications and Petitions at U.S. Border Crossings and Airports

originally submitted by Diane M. Butler, updated by Joel Paget
II. EMPLOYMENT-BASED IMMIGRATION

1. General Information

Article
300. “But I Don’t Practice Employment Law!”: Employment Law Basics for the Immigration Practitioner
   by Amy Erlbacher-Anderson, Alison Tsao, and Nicola Ai Ling Prall

Samples
301–303. Client Letters Outlining Basics of Employment-Based Immigration Introduction
301. Letter Outlining Basics of Employment- Based Immigration- Version 1
302. Letter Outlining Basics of Employment- Based Immigration- Version 2 (Beneficiary)
303. Memo Outlining Basics of Employment- Based Immigration-Version 3(Employer)
   by Ronald J. Tasoff, Richard J. Tasoff, and Edward R. Litwin

2. Labor Certification Case Analysis

Article
304. Drafting the First PERM Case
   by Jill Bloom, Stacy Cozart, and Richard Green

Samples
305. Labor Certification Case Analysis Form Introduction
   Labor Certification Case Analysis Form
   updated by Laura Hofman
306. PERM Procedural Checklist Introduction
   PERM Procedural Checklist
   originally submitted by Nancy-Jo Merritt, updated by Jared C. Leung

3. Labor Certification Job Description and Prevailing Wage

Samples
307. Client Instructional Letter—PERM Job Description and Prevailing Wage Introduction
   Client Instructional Letter—PERM Job Description and Prevailing Wage
   by Ronald J. Tasoff and Richard J. Tasoff
308. Sample Business Necessity Questions for Employer in PERM Case Introduction
   Sample Business Necessity Questions for Employer in PERM Case
   by various editors
309. PERM Job Description and Essential Skills Requirements Matrix Introduction
PERM Job Description and Essential Skills Requirements Matrix
originally submitted by Nancy-Jo Merritt, updated by Jared C. Leung

310. Job Posting Notice originally Introduction
   Job Posting Notice originally
   by Ronald J. Tasoff and Richard J. Tasoff

311. Prevailing Wage Determination Form Introduction
   Prevailing Wage Determination Form
   by Ronald J. Tasoff and Richard J. Tasoff

312. Memo to Employers Outlining Required Documentation of Ability to Pay Proffered Wage
   Introduction
   Memo to Employers Outlining Required Documentation of Ability to Pay Proffered Wage
   by Edward R. Litwin

4. Labor Certification Recruitment
   Samples
313. Client Instruction Letter—PERM Recruitment and Application Introduction
   Client Instruction Letter—PERM Recruitment and Application
   by Ronald J. Tasoff and Richard J. Tasoff

314. Letter to Employer—Recruitment Information in Labor Certification Cases Introduction
   Letter to Employer—Recruitment Information in Labor Certification Cases
   by H. Ronald Klasko

315. PERM Recruitment Checklist Introduction
   PERM Recruitment Checklist
   originally submitted by Nancy-Jo Merritt, updated by Jared C. Leung

316. PERM Recruitment Tracking Worksheet for Employer Introduction
   PERM Recruitment Tracking Worksheet for Employer
   by Nancy-Jo Merritt

5. Labor Certification Applications, Approvals, and Denials
   Samples
317 (a–c). PERM Questionnaires—Recruitment Information in Labor Certification Cases
   (a)
   (b)
   (c)
   originally drafted by H. Ronald Klasko and 318 (b–c), updated by Feige M. Grundman
6. Labor Certification Document Retention and Auditing

Samples

325. PERM Document Retention Checklist Introduction
PERM Document Retention Checklist
originally submitted by Nancy-Jo Merritt and updated by Jared C. Leung

326. PERM Wage Worksheet Introduction
PERM Wage Worksheet
by Cyrus D. Mehta

327. PERM Recruitment Worksheet Introduction
PERM Recruitment Worksheet
by Cyrus D. Mehta

328. Employee Referral Program Notification Introduction
Employee Referral Program Notification
by Cora-Ann V. Pestaina

329. PERM Interview Evaluation Introduction
PERM Interview Evaluation

by Cyrus D. Mehta

330. PERM Business Necessity Memorandum Introduction
PERM Business Necessity Memorandum

by Myriam Jaidi, updated by A. James Azpiri-Vasquez

331. PERM Recruitment Report Introduction
PERM Recruitment Report

by Myriam Jaidi, updated by A. James Azpiri-Vasquez

332. Letter to Retain Documents about PERM and Sponsored Worker’s Credentials Introduction
Letter to Retain Documents about PERM and Sponsored Worker’s Credentials

by Adam J. Rosen

333. Letter to Client Concerning Prohibition on Payment of Fees Introduction
Letter to Client Concerning Prohibition on Payment of Fees

by Adam J. Rosen

7. Immigrant Visa Petitions

Samples

334. Company Letter in Support of I-140 Petition Requesting Recaptured Priority Date Based on Earlier Labor Certification Introduction
Company Letter in Support of I-140 Petition Requesting Recaptured Priority Date Based on Earlier Labor Certification

by Ester Greenfield

335. EB-1 Outstanding Professor/Researcher Employee Checklist Introduction
EB-1 Outstanding Professor/Researcher Employee Checklist

by Jane W. Goldblum

336. (a–f). EB-1, EB-2, and EB-3 Cover Letters and Support Letters for I-140 Petition Filing
(a)
(b)
(c)
(d)
(e)
(f)

by Najia Sheikh Khalid

337. Former Employer Letter in Support of I-140 Petition Introduction
Former Employer Letter in Support of I-140 Petition
### 8. Labor Certification–Exempt Immigrant Visa Petitions

**Samples**

338. Letter to Client Following Approval of I-140 Petition

*Letter to Client Following Approval of I-140 Petition*

*by David R. Fullmer*

339. Letter to Client Addressing Alternative Categories to Labor Certification

*Letter to Client Addressing Alternative Categories to Labor Certification*

*updated by Laura Hofman*

340. Professional Reference Letter for Applicant under INA §203(b)

*Professional Reference Letter for Applicant under INA §203(b)*

*updated by Laura Hofman*

### 9. Specific Immigrant Visa Petitions and Adjustment of Status

**Samples**

341. Letter to Client Explaining EB-5 Immigrant Investor Process

*Letter to Client Explaining EB-5 Immigrant Investor Process*

*originally drafted by K. Lara Baharlo, updated by Joseph Barnett*

342. Checklist for Attorney Preparing I-526 Petition Based on Investment in an Approved Regional Center

*Checklist for Attorney Preparing I-526 Petition Based on Investment in an Approved Regional Center*

*by K. Lara Baharlo, updated by Joseph Barnett*

343. Checklist for Petition by Entrepreneur to Remove Conditional Basis of Lawful Permanent Residence

*Checklist for Petition by Entrepreneur to Remove Conditional Basis of Lawful Permanent Residence*

*by Bonnie Stern Wasser, updated by Joseph Barnett*

344. Special Recruitment Guidelines Based on Earlier Labor Certification

*Special Recruitment Guidelines Based on Earlier Labor Certification*

*by Jane W. Goldblum, updated by Joseph Barnett*

345. (a-b). Cover Letter to USCIS and Employer Verification Letter for Adjustment of Status for Beneficiary of a Previously Approved I-140

*(a)*

*(b)*

*by Najia Sheikh Khalid*

346. Letter to Client Outlining Basics of Adjustment Portability

*Letter to Client Outlining Basics of Adjustment Portability Introduction*
Letter to Client Outlining Basics of Adjustment Portability
by A. James Vázquez-Azpiri

347. Letter to Client Regarding Employment Authorization Documents and Advance Parole for Pending Adjustment of Status Petition Introduction
Letter to Client Regarding Employment Authorization Documents and Advance Parole for Pending Adjustment of Status Petition
originally submitted by Dinesh Shenoy, updated by David R. Fullmer

348. Letter to Client Explaining Numerical Limits, Per-Country Limitations, and Visa Availability Introduction
Letter to Client Explaining Numerical Limits, Per-Country Limitations, and Visa Availability
by Tahmina Watson

349. Letter to Client Explaining that the Priority Date Has Become Current and Warning of Possible Retrogression Introduction
Letter to Client Explaining that the Priority Date Has Become Current and Warning of Possible Retrogression
by Tahmina Watson

350. Letter to Client Explaining that the Priority Date Has Retrogressed Introduction
Letter to Client Explaining that the Priority Date Has Retrogressed
originally drafted by Tahmina Watson, and updated by Cletus M. Weber

10. Schedule A

Samples
351. Cover Letter to USCIS for Schedule A, Group II Introduction
Cover Letter to USCIS for Schedule A, Group II
by Naveen Rahman Bhora and Cliff Rosenthal

352. Internal Job Posting Notice Introduction
Internal Job Posting Notice
by Naveen Rahman Bhora and Cliff Rosenthal

353. Offer of Employment Letter Introduction
Offe of Employment Letter
by Naveen Rahman Bhora and Cliff Rosenthal

354. Support Letter for Schedule A, Group II Introduction
Support Letter for Schedule A, Group II
by Naveen Rahman Bhora and Cliff Rosenthal

355. Employment Verification Letter Introduction
Employment Verification Letter
11. National Interest Waiver

Article

356. Anatomy of a Dhanasar Case
   by Gerard Chapman

Samples

357 (a–e). National Interest Waiver Petition Introduction: Does Dhanasar Change the Odds of Victory?
   by Nathan A. Waxman
   (a) Attorney Cover Letter to USCIS
   (b) Representative Letters of Support for Client’s NIW Petition
   (c) Experience Confirmation Letters Establishing Petitioner’s Eligibility as an Advanced Degree Professional
   (d) Sample Request for Evidence
   (e) Attorney’s Responsive Memorandum with Enclosures

III. CONSULAR PROCESSING

Articles

400 (a–b).
   (a) Inside the Embassy and the Role of the U.S. Attorney
      by Daniel J. Parisi
   (b) What Do You Need to Know Before Your Client Goes to the Visa Interview?
      by Avi Friedman, Charlotte Slocombe, and Heather Segal

Samples

401. Letter to Client Regarding Approval of I-130 Petition Introduction
   Letter to Client Regarding Approval of I-130 Petition
   by Tahmina Watson

402. Checklist of Documents for Client to Take to Immigrant Visa Interview Introduction
   Checklist of Documents for Client to Take to Immigrant Visa Interview
   updated by Evan J. Green, updated by various editors

403. Reminder Sheet for Checking Visa Bulletin Introduction
   Reminder Sheet for Checking Visa Bulletin
   by Davis C. Bae and David S. Jones

404. LegalNet E Visa Inquiry Request Introduction
LegalNet E Visa Inquiry Request
by Roy Jack Watson, Jr.

405. Response Letter to Advisory Opinion Division Introduction
Response Letter to Advisory Opinion Division
by Roy Jack Watson, Jr.

Brief in Support of Advisory Opinion for Immigrant Visa Application
by Derek Strain and Margaret H. McCormick

407. Letter to Client Regarding Adjustment of Status vs. Consular Processing Introduction
Letter to Client Regarding Adjustment of Status vs. Consular Processing
originally submitted by Dinesh Shenoy, updated by David R. Fullmer

408. Letter to Client Regarding I-129 Petition Approval and Consular Processing Introduction
Letter to Client Regarding I-129 Petition Approval and Consular Processing
by David R. Fullmer

IV. FAMILY-BASED IMMIGRATION

1. General Information
Samples
500. Intake Form for I-130/ I-485 Introduction
Intake Form for I-130/I-485
by Ari J. Sauer

501. Checklists to Client for Marriage Cases Introduction
Checklists to Client for Marriage Cases
by Ari J. Sauer

502. Checklist to Client Petitioning for Parent or Child Introduction
Checklist to Client Petitioning for Parent or Child
by Ari J. Sauer

503. Affidavit in Lieu of Birth Certificate Introduction
Affidavit in Lieu of Birth Certificate
by Diane R. Chappell-Daly

504. Cover Letter to USCIS in Support of I-130 Petition Introduction
Cover Letter to USCIS in Support of I-130 Petition
originally submitted by Annaluisa Padilla, updated by Maris Liss
2. I-130 Petition and Adjustment of Status

Samples

505. Checklist for Client for Adjustment of Status Introduction
   Checklist for Client for Adjustment of Status
   *originally submitted by Annaluisa Padilla, updated by Maris Liss*

506. Cover Letters to USCIS in Support of I-130/I-485 Joint Filing
   (a)
   (b)
   *by Najia Sheikh Khalid and Maris Liss*

507. Cover Letter to USCIS in Support of AOS Application Under INA §245(i) Introduction
   Cover Letter to USCIS in Support of AOS Application Under INA §245(i)
   *by Regina Jefferies*

508. Post-Filing Letter to Client for AOS Based on Marriage to a U.S. Citizen Introduction
   Post-Filing Letter to Client for AOS Based on Marriage to a U.S. Citizen
   *originally submitted by Mark A. Ivener, updated by David Fullmer*

509. Adjustment of Status Interview Supporting Documents Introduction
   Adjustment of Status Interview Supporting Documents
   *by Daniel P. Hanlon*

510. Correspondence to Client Following Approval of Adjustment of Status Application
   *updated by Davis C. Bae and Reid F. Trautz*

511 (a–b). Checklists for Asylees and Refugees Seeking Adjustment of Status
   (a)
   (b)
   *by Michelle N. Mendez*

3. Removal of Temporary Conditions on Residence

Samples

512. Letter to Client on Filing I-751 Introduction- no changes
   Letter to Client on Filing I-751
   *originally submitted by Mark A. Ivener, updated by David Fullmer*

513. Checklists of Documents for Client to Submit to Have Temporary Conditions on Residence Removed
   *originally submitted by Annaluisa Padilla, updated by Maris Liss*
4. Child Status Protection Act

Article

514. CSPA: Beyond the Basics

by Ari J. Sauer, Nancy E. Miller, and Charles Wheeler

Samples

515. Child Status Protection Act—Overview Introduction

Child Status Protection Act—Overview

by Charles Wheeler

516. Child Status Protection Act—Worksheet Introduction

Child Status Protection Act—Worksheet

by Charles Wheeler

517. Child Status Protection Act—Cover Letter to USCIS in Support of Adjustment of Status Application for Unmarried Child of Lawful Permanent Resident Introduction

Child Status Protection Act—Cover Letter to USCIS in Support of Adjustment of Status Application for Unmarried Child of Lawful Permanent Resident

by Charles Wheeler


Child Status Protection Act—Letter to USCIS Opting Out of Automatic Conversion from F-1 Preference Category to F-2B Preference Category After Petitioner Naturalizes

by Charles Wheeler

5. Affidavit of Support

Article

519. Affidavit of Support for Family Applicants

by Matthew J. Maiona, George Rodriguez, and Vicki Yudenfriend

Samples

520. I-864 Joint Sponsor Agreement and Disclosure Introduction

I-864 Joint Sponsor Agreement and Disclosure

by Douglas R. Penn

521. Non-Representation Instruction Letter Introduction

Non-Representation Instruction Letter

by Lisa Helen York

522. Letter to Joint Sponsor Introduction

Letter to Joint Sponsor

by Matthew J. Maiona, George Rodriguez, and Vicki Yudenfriend
523. Questionnaire for Joint Sponsor
   Questionnaire for Joint Sponsor
   by Matthew J. Maiona, George Rodriguez, and Vicki Yudenfriend

524. Document Checklist for Joint Sponsor
   Document Checklist for Joint Sponsor
   by Matthew J. Maiona, George Rodriguez, and Vicki Yudenfriend

525. Checklists for Attorney Preparing Affidavit of Support
   by Matthew J. Maiona, George Rodriguez, and Vicki Yudenfriend

6. K Visas

Article

526. Obtaining a Fiancé(e) Visa: Overview

Samples

527. (a–b). Letter to Client Explaining Documents Needed for K-1 Visa and Introduction Letter Addressed to Consular Post
   (a)
   (b)
   by Leslie Tuttle DiTrani

528. (a–d). Checklists for Clients Filing K-1 Petition (four versions)
   (a)
   (b)
   (c)
   (d)
   by Leslie Tuttle DiTrani, Ari J. Sauer, Bonnie Stern Wasser, and updated by Todd Irwin

529. (a–b). Cover Letters to USCIS in Support of Petition for Alien Fiancé(e) (two versions)
   (a)
   (b)
   by Leslie Tuttle DiTrani and Annaluisa Padilla, (b) updated by Maris Liss

530. Cover Letter in Response to Request for Evidence in Connection with Petition for Alien Fiancé(e)
   Introduction
   Introduction Letter in Response to Request for Evidence in Connection with Petition for Alien Fiancé(e)
   by Annaluisa Padilla, updated by Maris Liss

531. Letter to Petitioner Following Approval of Petition for Alien Fiancé(e)
   Letter to Petitioner Following Approval of Petition for Alien Fiancé(e)
   by Leslie Tuttle DiTrani

532. Letter to Client Explaining National Visa Center Documents Needed
   Introduction
Letter to Client Explaining National Visa Center Documents Needed

by Leslie Tuttle DiTrani

533. Letters to Client Explaining Documents to Bring to K-1 Visa Interview and Cover Letter Addressed to Consular Post (a-b) Introduction

Letter to Client Explaining Documents to Bring to K-1 Visa Interview and Cover Letter Addressed to Consular Post (a-b)

by Leslie Tuttle DiTrani

7. Translations of Foreign Documents

Samples

534. (a–b). Certificates of Translation into English (two versions)

(a)

(b)

by Lisa Green and Ronald J. Tasoff

535. Translator Confidentiality Agreement Introduction

Translator Confidentiality Agreement

by Carol Armstrong

536. Certificate of Interpretation Introduction

Certificate of Interpretation

by Lisa Green

537. Certificate of Dictated Translation Introduction

Certificate of Dictated Translation

by Lisa Green

V. SPECIAL IMMIGRANT JUVENILE STATUS

Article

600. Special Immigrant Juveniles Across the Nation: Learning the Landscape & Collateral Considerations

by Cynthia Lucas, Annaluisa Padilla, and Ana Maria Villegas

Samples

601. Cover Letter to USCIS in Support of Petition for Special Immigrant Juvenile Status Introduction

Cover Letter to USCIS in Support of Petition for Special Immigrant Juvenile Status

originally drafted by Michelle N. Mendez, updated by Tracie L. Klinke

602. Cover Letter to USCIS in Support of Petition for Special Immigrant Juvenile Status and Application for Adjustment of Status Introduction
Cover Letter to USCIS in Support of Petition for Special Immigrant Juvenile Status and Application for Adjustment of Status

by Michelle N. Mendez, updated by Tracie L. Klinke

VI. VIOLENCE AGAINST WOMEN ACT (VAWA)

Article
700. Violence Against Women Act (VAWA) Self-Petitions: Overview on Eligibility and Filing Requirements

by Carmen Maria Rey

Samples
701. VAWA Interview Guide Introduction

VAWA Interview Guide

by Carmen Maria Rey
702. Checklist for Attorney Preparing VAWA Self-Petition Introduction

Checklist for Attorney Preparing VAWA Self-Petition

by Carmen Maria Rey
703. Cover Letter to USCIS in Support of VAWA Self-Petition Introduction

Cover Letter to USCIS in Support of VAWA Self-Petition

by Annaluisa Padilla
704. Index of Documents in Support of VAWA Self-Petition Introduction

Index of Documents in Support of VAWA Self-Petition

by Carmen Maria Rey
705. Affidavit from Battered Spouse in Support of VAWA Self-Petition Introduction

Affidavit from Battered Spouse in Support of VAWA Self-Petition

by Carmen Maria Rey
706. Letter to Client Following Approval of VAWA Self-Petition Introduction

Letter to Client Following Approval of VAWA Self-Petition

by Carmen Maria Rey

VII. T VISAS

Article
800. Relief for Victims of Human Trafficking: T Nonimmigrant Status

originally submitted by Melissa A. Brennan, updated by Cynthia Lucas

Samples
801. List of Possible Sources of Evidence for Attorney Preparing T Nonimmigrant Petition

Introduction

List of Possible Sources of Evidence for Attorney Preparing T Nonimmigrant Petition
originally submitted by Melissa A. Brennan, updated by Cynthia Lucas

802. List of Components of T Nonimmigrant Petition Originally Drafted

Introduction

List of Components of T Nonimmigrant Petition Originally Drafted
originally submitted by Melissa A. Brennan, updated by Cynthia Lucas

803. Cover Letter to USCIS in Support of T Nonimmigrant Petition

Introduction

Cover Letter to USCIS in Support of T Nonimmigrant Petition
originally submitted by Melissa A. Brennan, updated by Cynthia Lucas

804. Petitioner’s Affidavit in Support of T Nonimmigrant Petition

Introduction

Petitioner’s Affidavit in Support of T Nonimmigrant Petition
originally submitted by Melissa A. Brennan, updated by Cynthia Lucas

805. Index of Documents in Support of T Nonimmigrant Petition

Introduction

Index of Documents in Support of T Nonimmigrant Petition
originally submitted by Melissa A. Brennan, updated by Cynthia Lucas

VIII. U VISAS

Articles

900. Overview on U Nonimmigrant Status and Adjustment of Status
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas

901. U Petition, Status, and Visa: A Review of the Distinctions
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas

Samples

902. Documents Checklist for U Visa Nonimmigrant Status Petitioner Cover
Documents Checklist for U Visa Nonimmigrant Status Petitioner
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas

903. Forms Chart for U Petitioner
Forms Chart for U Petitioner
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas

904. Checklist for Attorney Preparing U Nonimmigrant Petition
Checklist for Attorney Preparing U Nonimmigrant Petition
originally submitted by Julie E. Dinnerstein, updated by Cynthia Lucas

905. Chart on Age Issues Involving Derivative Parents and Children
IX. DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)

Article

1000. Advising Clients on DACA Given Its Uncertain Future

by AILA National Ethics Committee

Samples (Caveats Due to DACA Status)

1001. Limited Scope Representation Agreement Introduction

Limited Scope Representation Agreement

originally submitted by Greg McLawsen

1002. DACA Questionnaire for Applicant Introduction

DACA Questionnaire for Applicant

originally drafted by Greg McLawsen and Gustavo Cueva and update by various editors

1003. (a–d). DACA Checklists

(a)

(b)

(c)

originally drafted by Sean R. Hanover, Greg McLawsen, and Gustavo Cueva

1004. Cover Letter to USCIS in Support of DACA Application Introduction
Cover Letter to USCIS in Support of DACA Application

originally drafted by Greg McLawsen and Gustavo Cueva

1005. (a–b). Letters to Client Following Approval of DACA Application (two versions)

(a)

(b)

originally drafted by Pamela S. Barnett, and Lisa Seifert

X. WAIVERS

Samples

1100. Evidence of Extreme Hardship Checklists

by Yova Borovska

1101. Declaration of Applicant Applying for Waiver Introduction

Declaration of Applicant Applying for Waiver

by Dree K. Collopy

1102. (a–b). Declaration/Affidavit of Qualifying Relative in Waiver Cases (two versions)

(a)

(b)

by Dree K. Collopy and Meghan Moore

1103. Doctor and Medical Health Professional Report Template in Support of Waiver Application

Introduction

Doctor and Medical Health Professional Report Template in Support of Waiver Application

by Dree K. Collopy

1104. Template Letter in Support of Waiver Application Introduction

Template Letter in Support of Waiver Application

by Dree K. Collopy

1105. Cover Letter to USCIS in Support of I-601 Waiver Application Introduction

Cover Letter to USCIS in Support of I-601 Waiver Application

originally drafted and newly updated by Kelli J. Stump

1106. Checklist for Attorney Preparing INA §212(c) Waiver Application Introduction

Checklist for Attorney Preparing INA §212(c) Waiver Application

originally drafted and newly updated by Haleh Zarkesh

XI. ASYLUM

Articles
1200 (a–b).
   (a) Top 10 Pitfalls in Asylum Cases Before EOIR and USCIS
      by Sarah K. Bazzi, Ashley Huebner, Kristen Jackson, and Evelyn Smallwood
   (b) Common Bars to Asylum and Withholding of Removal
      by Dree K. Collopy, Ilana Greenstein, and Paul O'Dwyer
1201 (a–b). Asylum Intake Questionnaires for Client (two versions)
   (a)
   (b)
      by R. Mark Frey and Lisa Green
1202. Asylum Harm Questionnaire for Client Introduction
      Asylum Harm Questionnaire for Client
      by David L. Cleveland
1203. Checklist for Asylum Applicants Introduction
      Checklist for Asylum Applicants
      by Lisa Green
1204. Checklist for Attorney Preparing Asylum Application Introduction
      Checklist for Attorney Preparing Asylum Application
      originally drafted and newly updated by Lisa Green
1205. Asylum Checklist for Client Appearing at Hearing Introduction
      Asylum Checklist for Client Appearing at Hearing
      by Susan E. Hill
1206. (a–c). Letters to Client Regarding Next Court Hearing (three versions)
   (a)
   (b)
   (c)
      by Eileen P. Blessinger, Susan E. Hill, and H. Raymond Fasano
1207. Cover Letter to USCIS in Support of Asylum Application Introduction
      Cover Letter to USCIS in Support of Asylum Application
      by Lisa Green
1208. Letter to Client Saying EAD Approved While Asylum Application Pending Introduction
      Letter to Client Saying EAD Approved While Asylum Application Pending
      by Lisa Green
1209. Letter to Client Regarding Asylum Referral to Immigration Judge Introduction
      Letter to Client Regarding Asylum Referral to Immigration Judge
      by Lisa Green
1210. Letter to Client Following Grant of Asylum (General) Introduction
  Letter to Client Following Grant of Asylum (General)
  by Eileen P. Blessinger

1211. Letter to Client Following Grant of Affirmative Asylum Introduction
  Letter to Client Following Grant of Affirmative Asylum
  by Lisa Green

1212. Letter to Client Following Grant of Asylum in Removal Proceeding Introduction
  Letter to Client Following Grant of Asylum in Removal Proceeding
  by Lisa Green

1213. Sample Memo to Asylum Office for Unaccompanied Alien Child in Removal Proceedings Introduction
  Sample Memo to Asylum Office for Unaccompanied Alien Child in Removal Proceedings
  by Jacqueline Brown Scott

XII. CANCELLATION OF REMOVAL - REVIEWED BY JENNIE

Article
1300. Cancellation of Removal
  by Cynthia A. Aziz, Cheryl David, Carlos Moctezuma García, and Rekha Sharma-Crawford

Samples
1301. Attorney Checklist for Non-LPR Cancellation of Removal Introduction
  Attorney Checklist for Non-LPR Cancellation of Removal
  by Michelle N. Mendez

1302. Form for Client to Obtain Information for Non-Lawful Permanent Resident Cancellation of Removal Introduction
  Form for Client to Obtain Information for Non-Lawful Permanent Resident Cancellation of Removal
  by Susan Han and Nikki Mehrpoo Jacobson

1303. Form for Client Regarding Documents Required for Non-Lawful Permanent Resident Cancellation of Removal Introduction
  Form for Client Regarding Documents Required for Non-Lawful Permanent Resident Cancellation of Removal
  originally submitted by Susan Han and Nikki Mehrpoo Jacobson, updated by Jennie Guilfoyle

1304. Letter to Client Regarding Documents and Letters Need to Prove Hardship for Non-Lawful Permanent Resident Cancellation of Removal (EOIR 42B) Introduction
  Letter to Client Regarding Documents and Letters Need to Prove Hardship for Non-Lawful Permanent Resident Cancellation of Removal (EOIR 42B)
  originally submitted by Susan Han and Nikki Mehrpoo Jacobson, updated by Jennie Guilfoyle

1305. (a–b). Letters to Client About Obtaining a Psychological Evaluation for Non-LPR Cancellation of
Removal (two versions)
(a)
(b)
   by H. Raymond Fasano, Susan Han, and Nikki Mehrpoo Jacobson
1306. (a–b). Letters to Client Regarding Doctor’s Evaluation of a Person’s Medical Condition (two versions)
(a)
(b)
   by H. Raymond Fasano, Susan Han, and Nikki Mehrpoo Jacobson
1307. Letter of Support (General) Introduction
Letter of Support (General)
   by Michelle N. Mendez
1308. Letter of Support from Church Introduction
Letter of Support from Church
   by Michelle N. Mendez
1309. Letter of Support from Sibling Introduction
Letter of Support from Sibling
   by Michelle N. Mendez
1310. Letter to Client Following Grant of Cancellation of Removal Introduction
Letter to Client Following Grant of Cancellation of Removal
   by Susan Han and Nikki Mehrpoo Jacobson

XIII. NATURALIZATION

Samples
1400. Questionnaires for Client Applying for Naturalization
   by Michelle N. Mendez
1401. Checklist for Attorney Preparing Naturalization Application Introduction
   Checklist for Attorney Preparing Naturalization Application
   by Michelle N. Mendez
1402. Explanation for Failure to Register for Selective Service Introduction
   Explanation for Failure to Register for Selective Service
   by Michelle N. Mendez
1403. Cover Letter to USCIS in Support of Naturalization Application Introduction
   Cover Letter to USCIS in Support of Naturalization Application
1404. List of Documents for Client to Bring to Naturalization Interview

   Introduction

   List of Documents for Client to Bring to Naturalization Interview

   by Regina Jefferies

XIV. FORM I-9 AND EMPLOYER VERIFICATION- RUTH

Article

1500. Litigation Do’s and Don’ts

   by Eileen M. G. Scofield, updated by Ruth Lozano McChesney

Samples

1501 (a–b). Employer Guide to Immigration-Related Questions in the Hiring Process

   Introduction

   (a) Employer Guide to Immigration-Related Questions in the Hiring Process

   (b) EEOC Enforcement Guidance on National Origin Discrimination

   *originally submitted by Najia Sheikh Khalid, updated and new (b) by Ruth Lozano McChesney

1502. Preliminary I-9 Inspections Instructions to Client

   Introduction

   Preliminary I-9 Inspections Instructions to Client

   *originally submitted by Josie Gonzalez, updated by Ruth Lozano McChesney

1503. I-9 Inspections Checklist

   Introduction

   I-9 Inspections Checklist

   *originally submitted by Josie Gonzalez, updated by Ruth Lozano McChesney

1504. ICE Production Letter

   Introduction

   ICE Production Letter

   by Christine D. Mehfoud

1505. Settlement Agreement

   Introduction

   Settlement Agreement

   *originally submitted by Eileen M. G. Scofield and updated by Ruth Lozano McChesney

XVI. MISCELLANEOUS DETENTION AND REMOVAL DOCUMENTS

Article

1600 (a–b).

   (a) How to Manage a Removal Defense Department

   by Nikki Mehrpoo Jacobson

   (b) The “How-To” Guide to FOIA
by Matthew L. Hoppock

Samples

1601. ICE Detainer Letter Introduction
   ICE Detainer Letter
   by Michelle N. Mendez

1602. Letter to ICE for Rescission of an Immigration Bond Breach, Reinstatement of the Bond, and Cancellation of the Bond Introduction
   Letter to ICE for Rescission of an Immigration Bond Breach, Reinstatement of the Bond, and Cancellation of the Bond
   by Michelle N. Mendez

1603. Letter to EOIR to Request File Review Introduction
   Letter to EOIR to Request File Review
   by Susan Han and Nikki Mehrpoo Jacobson

1604. Letter to Third Party Regarding Authentication of Documents Pursuant to 8 CFR §287.6(b)
   Letter to Third Party Regarding Authentication of Documents Pursuant to 8 CFR §287.6(b)
   by Susan E. Hill

1605. Letter to Client Regarding Non-Cooperation and Request to Contact Counsel’s Office—EOIR Case Introduction
   Letter to Client Regarding Non-Cooperation and Request to Contact Counsel’s Office—EOIR Case
   by Susan Han and Nikki Mehrpoo Jacobson