

BIA RECOGNITION AND ACCREDITATION

**A Step-by-Step Guide for Non-
Profit Community-Based Agencies**



WORLD RELIEF



**CATHOLIC LEGAL
IMMIGRATION
NETWORK, INC.**

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Sample documents prepared by Jack Holmgren. They are not samples from actual applications, and there is no guarantee that such applications would be approved.

Thanks to Jennie Guilfoyle, Training and Legal Support Attorney, Catholic Legal Immigration Network, Inc., for use of information from her article, “BIA Issues Two Decisions on Recognition and Accreditation.”

Guide and samples last updated October 2014.

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Section I. What is the Board of Immigration Appeals (BIA), and Why Apply for Agency Site Recognition and Agency Staff/Volunteer Accreditation?

Board of Immigration Appeals Recognition and Accreditation

The Board of Immigration Appeals (BIA), located in Falls Church, VA, is part of the U.S. Department of Justice. The BIA, among other duties, handles applications for agency site recognition and agency staff/volunteer accreditation of non-lawyers to practice immigration law.

Unless an office has an attorney on staff, each office location **must be recognized by the BIA as an organization, and have at least one accredited representative on staff**, in order to be legally providing immigration legal services. The attorney(s) or BIA representative(s) should be the individual(s) who are giving any immigration advice, filling out immigration forms, practicing immigration law and supervising any non-BIA representatives who are also assisting the office's immigration department.

Office recognition (barring unusual circumstances) does not expire. Staff accreditation does expire after three years and needs to be renewed. An accredited representative is **only** authorized to assist clients at the recognized sites of the organization at which s/he is accredited. An accredited representative may be full-time, part-time, or a volunteer. He or she may even become accredited at more than one agency. He or she should apply to be accredited at all of the agency's sites at which s/he is working or volunteering.

There are two types of accreditation:

- **Partial accreditation** allows the representative to counsel immigration clients, complete immigration forms, and represent clients before U.S. Citizenship and Immigration Services (USCIS). The partially accredited representative can fill out USCIS forms and represent clients at USCIS interviews.
- **Full accreditation** allows the representative to do everything that a partially accredited representative can do, and represent clients before the Executive Office for Immigration Review (EOIR). EOIR contains the Immigration Courts and the Board of Immigration Appeals. A fully accredited representative can also represent clients in removal, summary removal, rescission and other proceedings in immigration court. He or she may handle appeals to the BIA. However full accreditation does not permit a representative to represent anyone before state courts, the federal Courts of Appeals, or the U.S. Supreme Court.

For more information on BIA recognition and accreditation, including a current roster of BIA-recognized offices and accredited representatives, see <http://www.justice.gov/eoir/ra/raroster.htm>.

This step-by-step guide is organized in separate sections, depending on whether you are applying for your office's recognition and staff accreditation (Section II), or only staff accreditation (Section III) or renewal (Section V).

This guide is current as of the publication date. It does not constitute legal advice. The laws, interpretations of the laws, forms, and policies associated with BIA recognition and accreditation change occasionally, so please confirm that the information in this guide is still current before relying on it. Please check EOIR's website for form versions, instructions, recent caselaw regarding BIA recognition and accreditation, and other important information. The website is <http://www.justice.gov/eoir/>.

We also encourage you to read two articles on CLINIC's website. The first article is entitled, "BIA Addresses Training Requirements for Accredited Representatives" and discusses a recent BIA precedent decision, *Matter of Central California Legal Services, Inc.*, 26 I&N Dec. 105 (BIA 2013), Interim Decision 3778. The second article is entitled, "BIA Issues Two Decisions on Recognition and Accreditation." This article addresses two precedent decisions by the BIA on recognition and accreditation: *Matter of EAC, Inc.*, 24 I&N Dec. 556 (BIA 2008), Interim Decision 3614, and *Matter of EAC, Inc.*, 24 I&N Dec. 563 (BIA 2008), Interim Decision 3615. Both of these articles are available online at <https://cliniclegal.org/resources/toolkit-bia-recognition-accreditation>. In addition, we recommend you review these decisions, available at EOIR's virtual law library at <http://www.justice.gov/eoir/vll/libindex.html>.

Finally, we encourage you to review the FAQ sheet on the recognition and accreditation program which is available on the EOIR website at <http://www.justice.gov/eoir/ra/RandAFAQsPrintableVersion.pdf>. This 27-page document addresses 91 questions and is divided into three sections on general information, recognition, and accreditation.

Section II. Starting Out: What Is the Process for Applying for BIA Agency Site Recognition and Agency Staff/Volunteer Accreditation?

Note: If your office is already recognized and you are just applying for new or renewing staff, skip to Section III.

BIA Application Requirements

To be recognized by the BIA, an organization must have established that it has adequate knowledge, information and experience to provide immigration legal services, and that it charges or accepts only **nominal** fees for those services.

The focus in this section is to prove that your office has experience in immigration law as well as resources and access to resources, including both law libraries and electronic information, and access to other immigration experts.

The application must include all of the following required elements. When filing for office recognition and staff accreditation at the same time, the BIA prefers that you separate the two applications in two separate packets. Any materials needed for both packets should be photocopied. If more than one staff person is applying for accreditation, the BIA prefers a separate application packet for each person.

The materials listed below are for the office recognition packet. For the staff accreditation packet, you will need the following materials: Copy of cover letter; table of contents; staff resume; certificates and agendas of trainings attended; letters of recommendation; copies of any prior BIA decisions on accreditation; and evidence of advocacy and research skills (for full accreditation only).

☐ **The completed Form EOIR-31 and accompanying materials.**

Complete and print out this form from the EOIR website, at: <http://www.justice.gov/eoir/eoirforms/eoir31.pdf>. Note that EOIR occasionally revises the form. It now includes a checklist of information that must be submitted with the application. Check the EOIR website to make sure that you have the most current version of the form. Make sure to carefully read the instructions of the form. We have organized the information for the EOIR-31 below based on the questions listed on page 1 of the actual form (October 2013 version). The form should be filled in online and printed out.

Filling Out the EOIR-31

QUESTION 1: The Applicant

Indicate the individual office you are applying for, such as “Battered Women’s Legal Advocacy Project, Minneapolis, MN.”

QUESTION 2: Applicant’s Contact Information

Include the requested contact information.

QUESTION 3: Type of Office

Indicate your type of office (non-profit religious, charitable, social service or other).

☐ Proof of Non-Profit Status (IRS document)

Include a copy of the IRS letter showing your organization’s 501 (c) (3) designation, if applicable, as proof of non-profit status.

QUESTION 4: Information About the Organization

☐ Charter, Constitution, By-Laws and/or Articles of Incorporation

Include a copy of the Charter, Constitution, By-Laws and/or Articles of Incorporation for your organization, if applicable.

QUESTION 5: Charges or Membership Dues

In the blank you may answer something like “nominal fees.” Membership dues are not encouraged.

☐ Fee Schedule

Include a copy of the fees your office intends to charge. Note that according to EAC decision 3614, organizations apparently may offer a limited range of immigration legal services, but must be able to “discern” when a case requires referral to other representation because it requires more expertise than the organization can provide.

In the fee schedule, it is helpful to include information on the agency’s fee waiver policies; any reduction in agency fees for additional family members or limit on the total charge per family; and what services are included in the agency fee (USCIS filing fee, representation at the interview, document translation, etc.). For guidance on how to set fees, see Chapter 6 of *Managing an Immigration Program: Steps for Creating and Increasing Legal Capacity*, available online at <https://cliniclegal.org/resources/handbooks-guides-reports/managing-immigration-program-steps-creating-and-increasing-legal>.

□ Office's Funding Sources and Budget

This is a minimal document listing the amounts and sources of funding for your agency and a basic budget. Most agencies will list the grants they receive and any fees they take in. You need to demonstrate that your office has funding sources other than fees. The BIA requires that organizations only charge “nominal fees.” While this has not been defined, it is clear that they wish to see significant other funding. You may include “in kind” funding in your list, such as the value of volunteer hours, donated supplies, or donated space. Be sure to take into account the often substantial support your program receives if it has a “parent” agency. Often overlooked are the contributions of free or below market rate rent, office equipment use, office supplies, computers, software, information management systems support, administrative costs, employee benefits, and the like. Be sure you give a thorough accounting of all the resources that support your program.

QUESTION 6: Knowledge, Information and Experience

□ Cover Letter and Table of Contents

Include a cover letter describing the attached application, with a table of contents. (The table of contents may be included in the letter itself, or on a separate page.)

The cover letter should be from the supervisor of the applicant(s) applying for individual accreditation. For example, if the director is not applying for accreditation, the director should sign the cover letter. However, if the director is applying, his or her supervisor should sign. If a director is applying, the chair of the board of directors should sign.

The cover letter should explain that the application is for the office and should list any staff or volunteer who is applying for accreditation, so it is a basic outline of the whole application. The supervisor of each staff member will also write a separate letter of recommendation (discussed below).

□ List of Law Library Contents and/or Online Resources Available to the Office

Include a list of legal and/or internet resources available to your organization. Because we use the internet so frequently now in our work, it is imperative that you mention the types of information you find online (especially if your own law library is small). In Matter of EAC, the BIA explains that organizations must at a minimum have access to up-to-date copies of the Immigration and Nationality Act, federal immigration regulations, and BIA precedent decisions (available through the EOIR Virtual Law Library). EAC suggests that internet access alone should be sufficient for an approval of BIA recognition. Nevertheless, we strongly recommend that each office have hard copies of at least one general treatise on immigration law, such as *Kurzban's Immigration Law Sourcebook*, as well as materials on the organization's specific practice areas, and annually updated copies of the INA and chapter 8 of the Code of Federal Regulations.

Although not required, we recommend you list any local law libraries to which your office has access, including but not limited to, law schools, city/county/state law libraries, or law libraries of law firms or other non-profit agencies.

QUESTION 7: Description of Immigration Legal Services

This information should be included in the cover letter. Describe the specific types of cases staff will handle.

QUESTION 8: Other Information

□ Resume of Individual Applying for Accreditation

Resumes should include the individual's education and work experience, including immigration experience. They should also list the types of immigration forms the individual has worked on, by form number and title (for example: I-360, Petition for Amerasian, Widow(er), or Special Immigrant). Include in the trainings section information on the dates, sponsoring agencies, and locations of all immigration law and practice trainings the individual has attended. (Note that an application for initial accreditation must show that the individual recently completed at least one formal training course designed to give new practitioners a solid overview of the fundamentals of immigration law and procedure.) Also indicate if the individual regularly attends government immigration liaison meetings. The resume should list any languages the individual speaks, as well as mentioning the individual's experience working with people from different countries. It is a good idea to include any community service the applicant has performed.

□ Certificates and Agendas of Trainings Individual Has Attended

It is ideal to include both the agendas and certificates (if received) for all trainings. However, both may not be available. If neither is available, include a short description of the training in the resume and how many hours or days the training was.

□ Organizational Chart for the Office

This chart may list the staff and volunteers in the office and the office's connection to the other offices if your agency has more than one office. Of greatest importance is to show the chain of supervision of the person(s) who will be providing legal immigration services.

□ Letters of Recommendation

Note that if you are applying for office recognition **and** individual accreditation, you need letters of recommendation for the office's recognition **and** the individual's accreditation. These letters can speak to both recognition and accreditation, or one or the other. For example, some recommenders will be familiar with the office but not the

individual, and some may be familiar with the individual but less familiar with the office overall.

It is recommended that you obtain letters of recommendation from the supervisor of the individual applying for accreditation and a local immigration law practitioner who is familiar with the applicant's immigration legal skills and knowledge, i.e., a BIA fully accredited representative or an attorney. If applying for recognition at the same time, obtain a letter or two from outside sources recommending recognition and/or accreditation.

Letters most often come from other local non-profit immigration legal services programs or private attorneys. Letters should indicate how the person writing the recommendation knows immigration law and for how long (the person's background and qualifications), how they know the office and/or accreditation applicant, for how long, and why recognition or accreditation is recommended. The letters should indicate that the office and/or accreditation applicant has sufficient knowledge, information and experience in immigration law. If the letter is for an individual, the letter should indicate that the applicant is a person of good moral character. The letter should also indicate that the recommender will answer any immigration legal questions that the applicant has.

□ Evidence of Advocacy and Research Skills (For Full Accreditation Only)

In addition to indicating what trainings the staff or volunteer has attended, include samples of advocacy and research skills, such as copies of cover letters, affidavits, briefs, legal memos, or similar work the individual has prepared, with all identifying client information redacted. Or you may include summaries of individual cases on which you have worked that required advocacy and research skills.

□ Technical Legal Support from BIA Fully Accredited Representatives or Attorneys

Document technical legal support of staff by attorneys or other fully accredited staff from recognized organizations. Include proof of the experience of the attorneys or fully accredited staff (their background and qualifications), as well as any fees charged for the support. Page two of the actual Form EOIR-31 asks for "[w]ritten confirmation of any agreement(s) made to consult with other non-profit organization(s) or private attorney(s) on a pro bono basis in more complicated cases or other acceptable arrangements to demonstrate adequate knowledge and experience in immigration law and procedure."

□ Copy of Prior BIA Decision, if Applicable.

If your office has applied for recognition before, and/or if any staff or volunteers have applied for accreditation (at your agency or in other places), include copies of the decisions on those applications, whether they were approved or denied. Make sure you have fixed any potential problems or weaknesses in a denied application(s) before applying again.

QUESTION 9: Accreditation Requests

Specify whether an accreditation request is being made for one or more individuals. If so, indicate the applicant's name and whether s/he is seeking partial or full accreditation. If more than one person is applying for accreditation, include a separate sheet listing the information requested in question 8 for each applicant.

SIGNATURE:

The same individual who wrote the cover letter should sign the Form EOIR-31 at the bottom of the page, and type his or her name and title.

PROOF OF SERVICE:

On page two of Form EOIR-31, fill in the appropriate addresses for USCIS and U.S. Immigration and Customs Enforcement (ICE), as described in Section IV below, "What Is the Process for Submitting the Application?"

The individual who is actually mailing the application needs to sign and date, indicating when s/he mailed the application.

Section III. What is the Process for Applying for Agency Staff/Volunteer Accreditation if the Agency Site is Already Recognized?

Applying for Accreditation

Once the office is recognized, it remains recognized indefinitely, unless the BIA withdraws recognition due to severe problems with the office or if the office notifies the BIA that it is no longer wanting to be recognized. Office recognition does not need to be renewed.

An office can apply to add more individually accredited representatives at any time. The process is much simpler than applying for office recognition with accreditation. If applying for accreditation of more than one staff at the same time, the BIA prefers a separate application packet for each staff person.

Application Contents

□ Information for Individual (As Explained in Section II)

An application for accreditation of an individual working in an agency that is already recognized must include:

- a cover letter;
- a table of contents;
- a resume;
- certificates and agendas of trainings attended (note that an application for initial accreditation must show that the individual recently completed at least one formal training course designed to give new practitioners a solid overview of the fundamentals of immigration law and procedure);
- letters of recommendation;
- evidence of advocacy and research skills (for full accreditation only); and
- copies of prior denials and approvals by the BIA, if any, as explained in Section II.

□ Certificates of Service

If you are applying for individual accreditation alone, you must prepare a certificate of service to USCIS and ICE. (This is incorporated in the EOIR-31 application for new office recognition.) Follow the directions in Section IV on where to send the application copies and how to complete the certificate of service.

Section IV. What is the Process for Submitting the Application?

Submitting the Application

The mailing process for a combined recognition and accreditation application or solely for accreditation is the same.

Your complete application includes **proof of service** on USCIS and ICE. A proof of service is a simple legal document that lets the BIA know that you sent complete copies of everything that the BIA received to the appropriate USCIS and ICE officials. For office recognitions, this proof of service is part of Form EOIR-31. For staff applications/renewals, this will be the separate proof of service form you create. You can use the proof of service on the EOIR-31 as a template for your form.

Make FOUR copies of the original application (including proof of service), so that you have a total of FIVE.

1. Mail the original by certified mail, return receipt requested to:

Recognition and Accreditation Program Coordinator
Board of Immigration Appeals
Clerk's Office
5107 Leesburg Pike, Suite 2000
Falls Church, VA 20530-0001

2. Mail a copy of the application by certified mail, return receipt requested, to your local Chief Counsel for ICE. To find a listing of the Chief Counsels, go to <http://www.ice.gov/contact/opla/>. If you are not sure which office covers your area, contact the nearest office on the list to ask.
3. Mail a copy of the application by certified mail, return receipt requested, to the local **District Director** for USCIS for your area. In general, to find where to send the USCIS copy, go to http://www.uscis.gov/files/pressrelease/RealignFS_110306.pdf. This fact sheet shows the USCIS offices included in each district and indicates the office where the District Director is located. Once you know where the District Director is located, you can find the office address at https://egov.uscis.gov/crisgwi/go?action=offices.type&OfficeLocator.office_type=LO. If you are still unsure of where to send the USCIS copy, you can contact USCIS or the Recognition and Accreditation Program Coordinator of the BIA at (703) 305-9029.
4. Keep a copy for your office.

5. Send a copy to your national or state network coordinator (if applicable).

Expediting the Application

The BIA must provide USCIS and ICE with 30 days to respond to your application. If you wish to expedite your application, you may contact USCIS and ICE before submitting your application and ask them to either: 1) provide their recommendation directly to your organization for inclusion in your application or 2) respond quickly to the BIA once your application is filed.

Section V. What is the Process for Renewing Agency Staff/Volunteer Accreditation?

Renewing Accreditation

An individual who is accredited must have his or her agency file an application to renew accreditation on the individual's behalf every three years. If an application for renewal is filed at least 60 days before the end of the third year, accreditation will remain valid pending the BIA's consideration of the application. This requires the agency to mail it in some way that it can document that the BIA received it before the 60 day period. Most programs send it certified mail, return receipt requested. While noting the 60 day filing rule in its online FAQ sheet, the BIA highly recommends submitting the renewal request even earlier, between 90 and 120 days in advance, in order to allow plenty of time for the BIA to process the request.

If the individual does not apply on time, his or her accreditation ends and s/he is no longer authorized to practice immigration law. Therefore it is vital that representatives renew on time. If not, the individual will not be eligible to engage in the authorized practice of law until his or her accreditation application is granted.

It is critically important that program managers make clear to staff and volunteers that, without current accreditation, they are **not** allowed to practice law and must not file the G-28 form.

If there is no representative who is currently accredited on staff, that office is not authorized to practice immigration law because at least one accredited representative is required (even though the office remains recognized). If an individual does not apply on time, s/he must file a new application as soon as possible.

The Renewal Application

The renewal application should state the last time that the individual was accredited (the first time, or the last renewal). It is important to indicate if the individual has received additional experience (e.g., more types of cases or more complex cases) and training.

While there is no set requirement that additional training was received since the last accreditation period, the individual should show some ongoing training. The industry standard is 40 hours of immigration law training/year. This training can be in-person, via audio tape, or by live and accessing archived materials on internet immigration law websites.

Application Contents

□ Information for Individual (As Explained in Section II)

An applicant applying for renewal of accreditation in an agency that has already been recognized must include:

- a cover letter;
- a table of contents;
- an updated resume;
- certificates and agendas of trainings attended since last application period;
- copy of the previous BIA decision approving accreditation; and
- updated evidence of advocacy and research skills (for full accreditation only), as explained in Section II.

It would also be helpful to include information about the applicant's caseload and any information regarding supervision by other BIA accredited staff or attorneys. Letters of recommendation are encouraged but not required.

If an office has already been recognized, do NOT use Form EOIR-31 to apply for renewal of accreditation for individual staff. Instead, the cover letter from the director (or alternate) should indicate the date in which the office became recognized, the date the individual was last accredited, and whether the individual is applying for partial or full accreditation. (Especially note if the individual was previously partially accredited and now is applying for full accreditation. In that case, the individual will need to show proof of training and experience in the skills needed for full accreditation.)

□ Certificates of Service

If you are applying for renewal of individual accreditation, you must prepare a certificate of service to USCIS and ICE. (This is incorporated in the EOIR-31 application for new office recognition.) Follow the directions in Section IV on where to send the application copies and how to complete the certificate of service.

Section VI. Sample Requests to the BIA for Agency Site Recognition and Agency Staff/Volunteer Accreditation

SAMPLE A: Recognition and Accreditation Request Cover Letter

[Letterhead]

[DATE]

Recognition and Accreditation Program Coordinator
Board of Immigration Appeals
Clerk's Office
5107 Leesburg Pike, Suite 2000
Falls Church, VA 20530-0001

RE: REQUEST FOR RECOGNITION OF THE IMMIGRATION ASSISTANCE
CENTER (IAC) OFFICE LOCATED AT 555 MAIN STREET, ANYTOWN, IOWA
50500

REQUEST FOR PARTIAL ACCREDITATION OF IAC EMPLOYEE FULANA
MARIA DE TAL (DE TAL)

Dear Recognition and Accreditation Program Coordinator:

I ask the Board of Immigration Appeals (BIA) to please grant recognition to the office mentioned above under 8 Code of Federal Regulations (CFR), Section 1292.2(a). Please also grant Fulana Maria De Tal (De Tal) agency staff accreditation pursuant to 8 CFR, Section 1292.2 (d).

IAC provides a number of charitable social services in the city of Anytown. With this application IAC seeks to begin providing immigration legal services as the need is so much greater than the existing resource.

Our agency has sufficient knowledge and experience with immigration and naturalization law to merit your grant of recognition. De Tal has sufficient knowledge and experience with immigration and naturalization law, is of the highest moral character and merits partial accreditation.

Fees

Our agency is recognized by the Internal Revenue Service as a non-profit charitable organization. We charge clients nominal fees for immigration legal services. We do not have membership dues.

Type of Immigration Services Offered

The IAC has at its disposal adequate knowledge, information, and experience in immigration law and procedure, as required by 8 CFR § 1292.2 (b). This agency has fulfilled that requirement through its staff member's attendance at many trainings dealing

with immigration law including the range of immigration benefits available and the bars to immigration.

Please note that, in accordance with Matter of Central California Legal Services, Inc., 26 I&N Dec. 105 (BIA 2013), De Tal has recently completed a formal training course designed to give new practitioners a solid overview of the fundamentals of immigration law and procedure. The course was entitled, “Introduction to Immigration Law Practice: A Course for New Practitioners” and was completed on (date). Copies of the training agenda and certificate of completion are attached.

De Tal has handled a number of immigration benefit applications and this makes her qualified as well. As documented by letters of reference from individuals such as Samantha Sams, BIA Fully Accredited Representative, Overthere Immigration Services Agency, Elsewhere, [or Joe Smith, an immigration attorney] De Tal has experience in immigration law, including the I-130 Alien Relative Petition, the I-485 Adjustment of Status immigration benefit application, and the N-400 Naturalization Application.

The IAC will offer immigration legal services related to its core mission of serving low-income members of the immigrant community. These benefits will include the I-130, I-485, and the N-400. IAC will also screen every client for other potential immigration benefit eligibility, e.g., asylum, VAWA, cancellation of removal, acquired and derivative citizenship, etc.

Referral of Complex and Court Cases

IAC will accommodate those needing immigration court representation or other immigration legal services by referring them to Overthere Immigration Services Agency. This agency provides assistance with immigration court representation and other immigration benefit applications.

Technical Legal Support Arrangement

IAC and De Tal will receive technical legal support from Overthere Immigration Services Agency BIA Fully Accredited Representative Samantha Sams [or Joe Smith, an immigration attorney]. Please see the attached letter documenting this arrangement with Sams [or Smith].

IAC Immigration Legal Services Funding and Expenses

Funding:

Source	Amount
Fund for Justice	\$25,000
United Way of Anytown	\$ 7,000
Agency Subsidy	\$10,000
Fees (projected)	\$ 3,000
Total	\$45,000

Expenses:

Expense	Amount
De Tal Salary and benefits	\$30,000
Overhead/Allocated Costs [specify]	\$10,000
Training	\$ 5,000
Total	\$45,000

Immigration Legal Services Caseload

Currently, IAC has no immigration legal services caseload. Above there is a description of the work we will be authorized to perform once your Board is kind enough to allow us to help eligible clients to navigate the immigration legal system by granting us recognition. We will begin to take on a case load once we have agency site recognition and agency staff accreditation. [or...IAC's caseload consists of family-based immigration and naturalization.]

Thank you very much for your fair and rapid consideration of my request, on behalf of the IAC, for agency site recognition and agency staff partial accreditation.

Sincerely,

Katherine Jones
Executive Director

Enclosures:

EOIR-31 (Latest Version including Proof of Service on the local District Director for USCIS and Local Chief Counsel for ICE)
Evidence of Non-Profit Status: IRS 501 (c) (3)
By-Laws
Articles of Incorporation
Fee Schedule
List of On-Site & Internet Immigration Law Library Resources
Organizational Chart
Resume for Fulana Maria De Tal
Copies of Certificates and Agendas for Immigration Law Trainings
Letter of recommendation for agency recognition from Overthere Immigration Services Agency
Letter summarizing technical legal support agreement and recommendation for Fulana Maria De Tal from Samantha Sams, BIA Fully Accredited Representative [or Joe Smith, Attorney]

SAMPLE B: Accreditation Request Cover Letter

[ON AGENCY LETTERHEAD]

[DATE]

Recognition and Accreditation Program Coordinator
Board of Immigration Appeals, Clerk's Office
5107 Leesburg Pike, Suite 2000
Falls Church, VA 20530-0001

RE: REQUEST FOR PARTIAL ACCREDITATION OF CATHOLIC CHARITIES OF THE
DIOCESE OF WORCESTER EMPLOYEE MR. KASKA YAWO

Dear Recognition and Accreditation Program Coordinator:

I ask the Board of Immigration Appeals to please grant Mr. Kaska Yawo agency staff accreditation pursuant to 8 CFR, Section 1292.2 (d). Catholic Charities Diocese of Worcester is a BIA recognized agency at 10 Hammond Street, Worcester, MA 01610-1513.

Mr. Yawo has sufficient knowledge and experience with immigration law, is of good moral character, and merits partial accreditation. He has been employed at Catholic Charities of the Diocese of Worcester since November 2004 starting in our Refugee Resettlement and Placement Program. Over time, his responsibilities expanded to include immigration services. Mr. Yawo has a strong work ethic and a caring, compassionate nature to responsibly assist the many people needing these services.

Mr. Yawo has been diligent in pursuing immigration training opportunities and has assisted many clients with various immigration forms, as detailed in the attached resume. Please note that, in accordance with Matter of Central California Legal Services, Inc., 26 I&N Dec. 105 (BIA 2013), Mr. Yawo has recently completed a formal training course designed to give new practitioners a solid overview of the fundamentals of immigration law and procedure. The course was entitled, "Introduction to Immigration Law Practice: A Course for New Practitioners" and was completed on (date). Copies of the training agenda and certificate of completion are attached.

Thank you very much for your fair and rapid consideration of my request on behalf of Catholic Charities of the Diocese of Worcester.

Sincerely,

Catherine Loeffler, Executive Director

Enclosures:

Resume for Kaska Yawo

Copies of Certificates and Agendas for Immigration Law Trainings

Letter of recommendation from Paulette Brooks, Immigration Law Analyst, USCIS
Ombudsman Office

Letter of recommendation from Theresa Khen Doan, Interim Administrator of the
Refugee Reception and Placement Program, Catholic Charities of the Diocese of
Worcester

Copy of BIA decision granting agency recognition

SAMPLE C: Accreditation Renewal Request Cover Letter

[ON AGENCY LETTERHEAD]

[DATE]

Recognition and Accreditation Program Coordinator
Board of Immigration Appeals
Clerk's Office
5107 Leesburg Pike, Suite 2000
Falls Church, VA 20530-0001

RE: Application for renewal of partial accreditation of Maria Garcia to represent immigrants at the Immigration Assistance Center (IAC) office located at 555 Main Street, Anytown, Iowa 50500

Dear Recognition and Accreditation Program Coordinator:

I ask the Board of Immigration Appeals to please renew the partial accreditation of Maria Garcia pursuant to 8 CFR, Section 1292.2 (d). Ms. Garcia represents immigrants at the IAC, a BIA recognized agency.

I highly recommend Ms. Garcia for re-accreditation. Since gaining partial accreditation in (date), Ms. Garcia has continued with her professional growth and has become a vital immigration specialist for our region. She has gained considerable experience in providing immigration assistance by preparing a wide range of applications, including applications for naturalization, adjustment of status, TPS, employment authorization, and many others detailed in her attached resume. Ms. Garcia has increased her skill level by participating in ongoing immigration law trainings, webinars, and conferences available through CLINIC. (Please see attached resume for a list of recent trainings attended.) She continues to be a person of good moral character and merits partial accreditation.

Thank you very much for your fair and rapid consideration of my request on behalf of the IAC for renewal of partial accreditation for Ms. Garcia.

Sincerely,

Jane Smith
Executive Director

Enclosures:

Resume for Maria Garcia
Copies of Certificates and Agendas for Immigration Law Trainings Attended
Letter of Recommendation from Joe Attorney
Copy of previous BIA decision granting partial accreditation

**Request for Recognition of a Non-Profit Religious,
Charitable, Social Service, or Similar Organization**

For Official Use Only:	Date Received (mm/dd/yyyy)
Mail To: Recognition & Accreditation Program Coordinator Executive Office for Immigration Review Board of Immigration Appeals, Clerk's Office 5107 Leesburg Pike, Suite 2000 Falls Church, VA 20530 <i>(preferred for most mailings)</i>	Recognition & Accreditation Program Coordinator Executive Office for Immigration Review Board of Immigration Appeals, Clerk's Office 5107 Leesburg Pike, Suite 2000 Falls Church, VA 20530 <i>(courier, overnight, or in-person deliveries)</i>

1. **World Relief Kalamazoo** requests recognition pursuant to 8 C.F.R. § 1292.2(a) and
NAME OF ORGANIZATION APPLYING FOR RECOGNITION
(b) so that it may apply for accreditation of persons of good moral character to represent others in immigration proceedings before the immigration courts and the Board of Immigration Appeals (BIA) of the Executive Office for Immigration Review (EOIR) and/or the U.S. Citizenship and Immigration Services (USCIS) of the Department of Homeland Security (DHS).
2. Organization's Address: **135 Blueberry Way**

Kalamazoo
(City)
443-451-1992
(Phone Number)
jsmith @ worldrelief.org
(E-mail Address)

(Number and Street - No P.O. Box)
MI **12345**
(State) (Zip Code)
443-451-1965
(Fax Number)
3. By signing this form, you certify that the organization is a non-profit religious, charitable, social service, or other (specify: non-profit religious) organization established in the United States. Attach proof of the organization's non-profit status.
4. If the organization is chartered, attach a copy of the Charter, Constitution, Articles of Incorporation, and/or By-laws.
5. What charges or membership dues, if any, are charged to clients? nominal fees - see attached Attach a fee schedule, if applicable, with list of services, along with a detailed statement of the organization's sources and amounts of funding other than dues or fees.
6. Attach a detailed statement regarding the knowledge, information, and experience in immigration and nationality law and procedure available to the organization. Also attach a list of library and/or internet resources.
7. Provide a description of the specific immigration legal services the organization will provide.
8. Resumes and any immigration training certificates for staff members should be attached. A description and/or diagram of the organizational structure of the organization should be included, which shows the supervision of staff members. Any supervision or assistance provided by attorneys should be documented, including proof of the immigration practice experience of the attorneys. Any arrangement to consult with other recognized organizations or attorneys should be documented.
9. Indicate whether an accreditation request is being made at this time. ☒ Yes ☐ No
If you answered yes, provide the name of the proposed representative: Josephine Blauer.
Indicate the type of accreditation sought for this individual: ☒ Partial ☐ Full
(Attach a separate sheet if more than one accreditation request is being made).


SIGN HERE

X Jane Smith
SIGNATURE

Jane Smith, Executive Director
(Type or print) Name and title of authorized official of organization

You must complete the Proof of Service on the reverse


PROOF OF SERVICE
(You Must Complete Both)

I, Jane Smith,
(Print Name)

mailed or delivered a copy of this Form EOIR-31 and
its attachments to the local District Director for USCIS
of DHS on 10/01/2013
(Date - mm/dd/yyyy)

at 149 Immigration Road
(Number and Street)

Anytown, MI 12345
(City, State, ZIP Code)


 **SIGN HERE** **X** Jane Smith

I, Jane Smith,
(Print Name)

mailed or delivered a copy of this Form EOIR-31 and
its attachments to the local Chief Counsel for ICE
of DHS on 10/01/2013
(Date - mm/dd/yyyy)

at 169 Very Cold Place
(Number and Street)

Anytown, MI 12345
(City, State, ZIP Code)

 **SIGN HERE** **X** Jane Smith

HAVE YOU SUBMITTED?

- ☒ Completed Form EOIR-31, including proof of service
- ☒ Proof of nonprofit status (IRS document)
- ☒ Copy of Charter, Constitution, By-Laws and/or Articles of Incorporation
- ☒ Fee schedule for all immigration services provided and membership dues, if applicable
- ☒ List of law library contents and/or online resources
- ☒ Funding sources and budget
- ☒ Organizational chart and a description of the specific immigration legal services the organization will provide
- ☒ Staff resumes, certificates of training, letters of recommendation and evidence of advocacy and research skills
- ☒ Requests for accreditation with supporting documentation, if applicable
- ☒ Written confirmation of any agreement(s) made to consult with other nonprofit organization(s) or private attorney(s) on a pro bono basis in more complicated cases or other acceptable arrangements to demonstrate adequate knowledge and experience in immigration law and procedure. *Matter of EAC, Inc.* (Recognition) 24 I&N Dec 556 (BIA 2008)
- ☐ Copy of BIA decision on prior recognition application, if applicable

For more information about recognized organizations, visit the EOIR website at <http://www.justice.gov/eoir>

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to review the form, gather necessary materials, complete the form, and assemble the attachments is 2 hours. If you have comments regarding the accuracy of this estimate, or any other aspect of this collection of information, including suggestions reducing this burden, you may write to the Executive Office for Immigration Review, Office of the General Counsel, 5107 Leesburg Pike, Suite 2600, Falls Church, Virginia 20530.

The information is authorized by 8 U.S.C. §§ 1103, 1229a, 1362 and 8 C.F.R. 1292.2 in order to request recognition of a non-profit religious, charitable, social service or similar organization. The information you provide is mandatory and required to obtain recognition. Failure to provide the requested information may result in denial of your request. EOIR may share this information with others in accordance with approved routine uses described in BIA-002, Roster of Organizations and their Accredited Representatives Recognized by the Board of Immigration Appeals.

**SAMPLE CERTIFICATES OF SERVICE
WHEN APPLYING FOR ACCREDITATION ONLY**

CERTIFICATE OF SERVICE

I, [Name of Person Mailing], hereby certify that on this [date] day of [month], [year], I mailed by U.S. mail a copy of the Application for Accreditation of Representative to the District Director for USCIS at:

[address of USCIS District Office]

**By: _____ [signature]
[Name of Person Mailing]**

CERTIFICATE OF SERVICE

I, [Name of Person Mailing], hereby certify that on this [date] day of [month], [year], I mailed by U.S. mail a copy of the Application for Accreditation of Representative to the local Chief Counsel for Immigration and Customs Enforcement (ICE) at:

[add address of ICE Chief Counsel Office]

**By: _____ [signature]
[Name of Person Mailing]**

The Immigration Assistance Center of Anytown, Iowa

IMMIGRATION SERVICES FEE SCHEDULE

ADJUSTMENT OF STATUS

I-485 (Application to Register Permanent Residence or to Adjust Status)	
Adult	\$100
Child under 14	\$50
I-602 Waiver	\$50
Family Cap (does not include adult children)	\$250

CITIZENSHIP

N-400 (Application for Naturalization)	\$100
N-565 (Application for Replacement Naturalization Citizenship Document)	\$40
N-600 Certificate of Citizenship	\$60

FAMILY PETITIONS

I-730 (Refugee/Asylee Relative Petition)	\$40
Family Cap for I-730s	\$80
Consular Processing Bundle (includes I-130/I-864/DS-230) spouse	\$250
Consular Processing Bundle (includes I-130/I-864/DS-230) non spouse IR	\$200
Consular Processing Bundle (includes I-130/I-864W/DS-230) minor	\$150
Family Cap for Consular Processing	\$450
One Step Adjustment (I-130/I-485/I-864/I-765/I-131) spouse	\$300
One Step Adjustment (I-130/I-485/I-864/I-765/I-131) non-spouse	\$200
Adjustment for approved I-130/I-129F	\$150
I-130 for Spouse (Petition for Alien Relative)	\$100
I-130 for non-spouse (Petition for Alien Relative)	\$50
I-129F (Petition for Alien Fiancé)	\$100
I-751 (Petition to Remove the Conditions on Residence)	\$100
I-864 (Affidavit of Support)	\$50
NVC Representation for Approved I-130	\$100
I-601a Conditional Waivers	\$500

MISCELLANEOUS FORMS

I-90 (Application to Replace Permanent Resident Card)	\$30
I-102 (Application for Replacement/Initial arrival-departure document)	\$40
I-131 (Application for Travel Document/Advance Parole)	\$40
I-134 (Affidavit of Support)	\$35

I-765 (Application for Employment Authorization)	\$30
I-765 & Parole Renewal	\$50
Parole Renewal	\$35
G-639 (Freedom of Information/Privacy Act Request)	\$40
I-589 Nunc Pro Tunc	\$100
I-821 & I-765 (Application for Temporary Protected Status)	\$50
I-821D Application for Deferred Action	\$150

OTHER SERVICES

Consultation	\$50
Document Review (no filling out forms or after pro se filing)	\$50
Simple CIS Interview	\$100
INFOPASS Representation	\$50
Motion to Reopen	\$100
Motion to Change Venue	\$50
Court representation at Master Calendar	\$100
Photos (2 photographs)	\$5
Standard document translation (birth, marriage, divorce certificates)	\$20 per pg
Cap on document translation	\$100

No one will be denied services based on inability to pay. A fee waiver is available for clients who can demonstrate financial hardship. Agency fee for applications does not include USCIS filing fee, representation at the interview, or document translation.

Rev 1/29/2013

SAMPLE LIST OF IMMIGRATION LAW LIBRARY RESOURCES

This is not a complete list of immigration references and resources. Depending on the immigration services your organization provides, seek specific resources by talking to experts in the field. At the minimum, it is recommended that your agency have hard copies of the *Immigration and Nationality Act* and *Title 8 of the Code of Federal Regulations* as well as online resources, which are readily available. In addition, it is highly recommended that your agency have an immigration resource purchase and update budget since immigration laws change constantly.

General

The Immigration and Nationality Act (known as INA), *latest edition*

Title 8 of the Code of Federal Regulations (known as 8 CFR), *latest edition*

Executive Office for Immigration Review Virtual Law Library, www.usdoj.gov/eoir

Your local or state university libraries may provide public access to immigration law collection. To locate a library, visit <http://lists.webjunction.org/libweb/>

Immigration Law Books via World Cat, www.worldcat.org, helps identify immigration law books and locate libraries that carry them via zip code.

Kurzman's Immigration Law Sourcebook, available at www.aila.org

Guide for Immigration Advocates published by Immigrant Legal Resource Center, available at www.ilrc.org

CLINIC Manual, *Immigration Law and the Family*, available at <http://agora.aila.org/product/detail/1293>

Department of State Visa Bulletin provides a summary on the availability of immigrant visas by preference categories and regions on a monthly basis. Available at http://travel.state.gov/visa/bulletin/bulletin_1770.html

Immigration and Legalization Capacity Building

CLINIC Manual, *Managing an Immigration Program*, available at <https://cliniclegal.org>. This manual describes best practices used by many of the country's most experienced nonprofit immigration programs and managers. The content includes program design, case selection criteria, case management systems, fee schedules, alternative funding sources, financial controls, marketing, staff training, BIA agency recognition and staff accreditation, and legal representation ethics.

American Fact Finder is the U.S. Census Bureau's on-line tool for demographic research that provides more current data on the U.S. population. It provides more up-to-date data through the

American Community Survey, which is a sample population survey that is conducted annually. To access the online research tool, visit <http://factfinder2.census.gov>.

Pew Hispanic Center, www.pewhispanic.org, is a nonpartisan "fact tank" in Washington, D.C. that provides information on the issues, attitudes and trends shaping America and the world in the areas of demography, immigration, identity, economics, labor, education, and remittances. It provides excellent and analytical statistics and data on the immigrant population.

Naturalization and Immigrant Integration

U.S. Citizenship and Naturalization Handbook, latest edition, by Daniel Levy and update editor Charles Roth, available at <http://legalsolutions.thomsonreuters.com/>

Naturalization and U.S. Citizenship: The Essential Legal Guide, latest edition, Immigrant Legal Resource Center, available at www.ilrc.org

CLINIC Handbook, *Citizenship for Us*, 6th edition, available at www.cliniclegal.org

CLINIC Guide, *Strategies for Naturalizing the Most Vulnerable Applicants*, available at www.cliniclegal.org

CLINIC Citizenship Toolkit, available at www.cliniclegal.org

CLINIC Naturalization Workshop Toolkit, available at www.cliniclegal.org

CLINIC Report, *A More Perfect Union: A National Citizenship Plan*, www.cliniclegal.org

Violence Against Women Act (VAWA)

The VAWA Manual: Immigration Relief for Abused Immigrants, available at <http://www.ilrc.org/publications/the-va-wa-manual>

Empowering Survivors: Legal Rights of Immigrant Victims of Sexual Assault by Legal Momentum, available at <http://iwp.legalmomentum.org/reference/manuals/sexual-assault>

ASISTA hosts two list serves, VAWA Updates and VAWA Experts. VAWA Updates provides the latest guidance, policy, and advocacy developments on VAWA laws, including legislation, U visas, trafficking, and related issues. VAWA Experts is a discussion list serve for people with significant expertise in immigration law and a high VAWA case load. To apply, send an e-mail to questions@asistaonline.org.

Immigration and Crimes

Detention Watch Network, <http://www.detentionwatchnetwork.org/>, is national coalition of organizations and individuals working to educate the public and policy makers about the U.S. immigration detention and deportation system and to promote humane treatment of detainees. DWN creates useful and timely resources for members and the community, including the Real Deal Fact Sheet on Detention, the Detention Map, the DWN website, and the Raids Response

Toolkit. It also coordinates meetings and trainings to raise awareness and involvement around detention and deportation issues.

Defending Immigrants Partnership, www.defendingimmigrants.org, contains resources to defend noncitizens in criminal courts.

Periodicals and Newsletters

Catholic Legal Immigration News, CLINIC's monthly newsletter, provides immigration law updates, news from the Catholic network, a training schedule, and information on immigration advocacy efforts. The newsletter is available for CLINIC affiliates at <http://cliniclegal.org>

Interpreter Releases weekly publication provides current and accurate immigration analysis, including reproduction of key documents and memos. To subscribe, visit <http://legalsolutions.thomsonreuters.com/law-products/Newsletter/Interpreter-Releases/p/100029523>

Bender's Immigration Bulletin biweekly publication provides legal analysis of new immigration laws and policies. To order, visit <http://www.lexisnexis.com/en-us/gateway.page>

Online Resources and List Serves

U.S. Citizenship and Immigration Services' website, <http://www.uscis.gov> provides the Immigration and Nationality Act, 8 Code of Federal Regulations, all immigration-related forms, policy, and updates from the government. USCIS provides e-mail updates regarding policy changes or new guidelines. To subscribe, visit <http://www.uscis.gov/tools/get-e-mail-updates/get-email-updates>

CLINIC's list serve provides news articles and announcements on immigration law. To subscribe, visit www.cliniclegal.org.

Immigration Advocates Network (IAN), www.immigrationadvocates.org, is a one stop resource center for charitable legal immigration providers. This free national online network carries a web-based library; podcast, webinar, and video trainings; calendar of training dates; news alerts; and an online directory of members.

American Civil Liberties Union Immigrants' Rights Project operates a list serve for detention practitioners. To subscribe, please e-mail your name and e-mail address, your employer and your employer's contact information, and a one-sentence statement confirming that you do not work for the government to detentionlistserv@aclu.org.

American Immigration Council's Immigration Policy Center provides policy reports and updates on immigration and immigrants in America. To access, visit <http://www.americanimmigrationcouncil.org/>.

Bender's Immigration Bulletin (Daily Edition) provides daily news, case law and policy updates, and analysis from <http://www.bibdaily.com>. To subscribe, visit <http://www.bibdaily.com/> (the subscription box is on the right side of the page).

Brennan Center for Justice hosts the Legal Services E-lert, offering news and opinion pieces about free and low-cost civil legal aid. Legal issues that affect low-income individuals and families, including immigrants, are frequently covered. To subscribe, visit <http://www.brennancenter.org/content/elerts/> (scroll down to the bottom of the page).

Detention Watch Network's list serve connects detention advocates from across the country. The list serve is a great way to stay updated on the latest news on detention and deportation issues. To subscribe, visit <http://www.detentionwatchnetwork.org/listserve>. (This list serve is not open to the media or government employees.)

ILW.com: The Immigration Daily and Immigrant's Weekly list serves provide news, updates and editorials for immigration advocates by immigration law publisher ILW.com (<http://www.ilw.com>). To subscribe to the Immigration Daily, visit <http://www.ilw.com/immigdaily/>. To subscribe to the Immigrant's Weekly, visit <http://www.ilw.com/immigrants/weekly/>.

Immigrant Legal Resource Center (ILRC) hosts several free e-mail distribution lists as a service to nonprofit agencies, private attorneys and other legal service providers. You can subscribe online at <http://www.ilrc.org/ilrc-email-lists/subscribe-or-unsubscribe>

Migration News is published by Migration Dialogue at UC Davis and reports on important migration developments world-wide. To subscribe, visit http://migration.ucdavis.edu/mn/subscribe_mn.php.

National Immigration Law Center (NILC) offers e-mail updates. To subscribe, visit <http://nilc.org/>

The National Immigration Project of the National Lawyers Guild hosts several list serves for its members, including a general immigration list serve and lists that focus specifically on immigration and crimes, HIV, and gangs. To become a member, visit <http://www.nationalimmigrationproject.org/join.htm>

Siskind's Immigration Bulletin is published by Greg Siskind, partner at the Immigration Law Offices of Siskind Susser PC. To subscribe to the bulletin, visit <http://www.visalaw.com/immigration-resources/bulletin/>

Technical Support Organizations & Resources

Catholic Legal Immigration Network, Inc., <http://cliniclegal.org>

Immigrant Legal Resource Center, www.ilrc.org

ASISTA (assistance for survivors of domestic violence and sexual abuse), <http://www.asistahelp.org/>

Legal Momentum (assistance for survivors of domestic violence and sexual abuse), www.legalmomentum.org

Women's Law, www.womenslaw.org

Partnership, Membership, or Networks

American Immigration Lawyers Association, www.aila.org (it's best to include your local chapter information and contact person if your agency already has an established relationship)

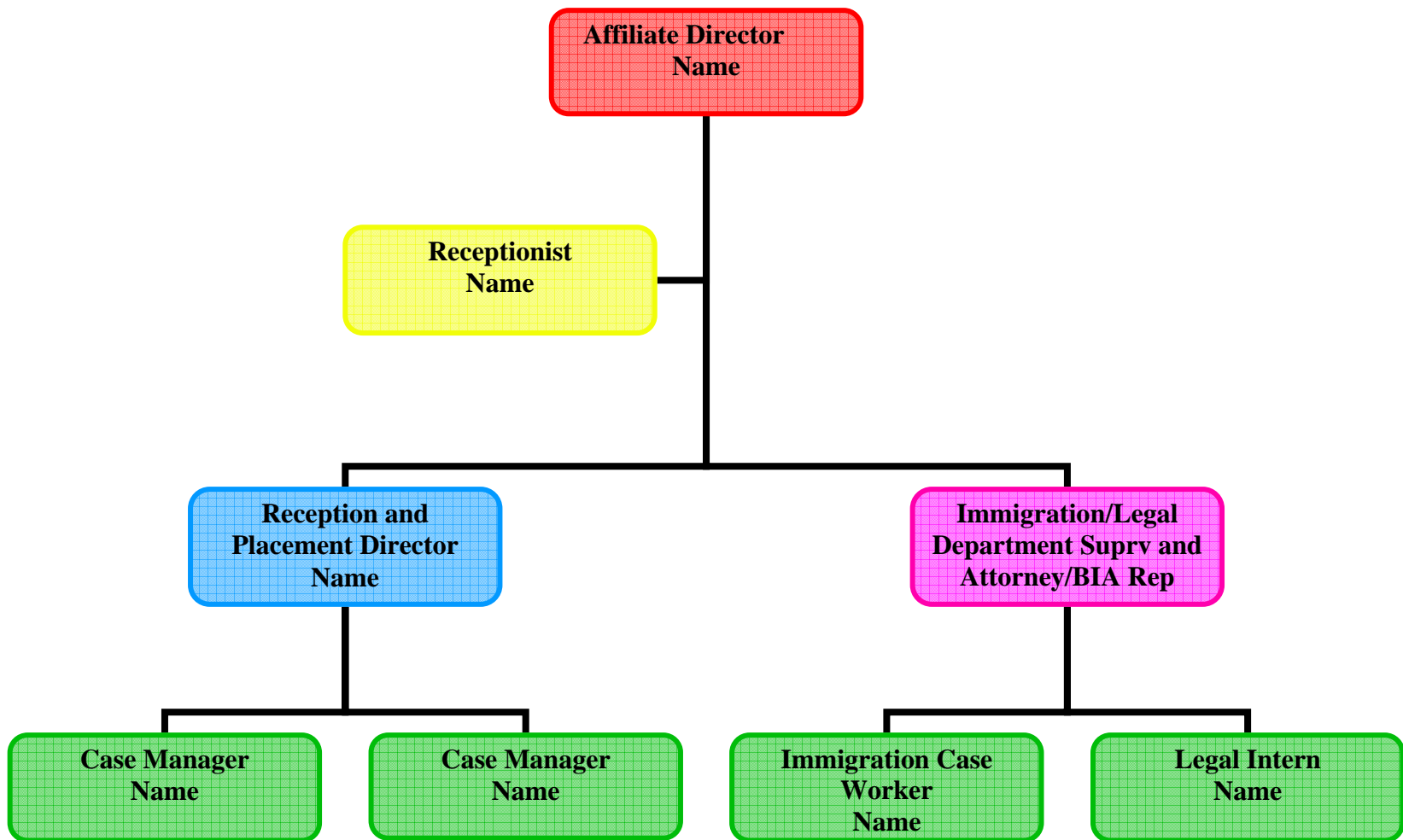
ABA Directory of Law School Public Interest and Pro bono programs,
<http://www.abanet.org/legalservices/probono/lawschools/>

Congressional Offices directory: <http://house.gov/>

Library of Congress "Ask a Librarian" personal assistance by phone or e-mail regarding legal and legislative research assistance for foreign, international, federal, and state law:
<http://www.loc.gov/rr/askalib/ask-law.html> or 202-707-5079

USCIS Office of Public Engagement has a Community Relations Program to communicate with community-based organizations about their work, policy updates, and guideline changes as well as to receive community feedback. USCIS district offices organize CBO meetings and conduct community outreach through Community Relations Officers. To locate and contact your local USCIS Community Relations Officer, visit the Office of Public Engagement at
<http://www.uscis.gov/outreach/contact-us>

Many states have a local chapter of the Legal Aid Society or have state immigration coalitions.



SAMPLE RESUME

Josephine Blauer
World Relief Kalamazoo
135 Blueberry Way
Kalamazoo, MI 12345
(443) 451-1992
jblauer@wr.org

**[Please note: use agency contact information,
not your personal contact information]**

RELEVANT EXPERIENCE

[For employment entries, you should show the title, organization, time worked, and basic job duties for each job in which you gained immigration experience.]

Immigration Advocate
World Relief Kalamazoo December 2010-Present
Assist immigrants and refugees with filling out immigration forms. Prepare Affidavits of Relationship for refugee families. Attend trainings on immigration law and keep updated by reading emails and other sources. Assist with refugee resettlement as necessary.

Evaluate clients' eligibility for immigration benefits and possible bars to immigration. Assist eligible clients with completion of appropriate immigration benefit applications and proper filing of same.

Immigration Benefit Applications Assisted with:

[These are common forms that advocates may have completed. List only the forms you have actually prepared, and add any that are not listed here. Add the number and title of the form.]

AR-11	Change of Address
G-325A	Biographic Information
G-639	Freedom of Information/Privacy Act Request
I-90	Application to Replace Permanent Resident Card
I-102	Application for Replacement/Initial Nonimmigrant Arrival/Departure Record
I-130	Petition for Alien Relative
I-131	Application for Travel Document
I-134	Affidavit of Support
I-485	Application to Register Permanent Residence or to Adjust Status [Indicate whether for Refugees, Asylees, and/or Family-Based Applications]
I-602	Application By Refugee For Waiver of Grounds of Excludability
I-730	Refugee/Asylee Relative Petition
I-751	Petition to Remove the Conditions on Residence

I-765	Application for Employment Authorization
I-864	Affidavit of Support
I-864A	Affidavit of Support Contract Between Sponsor and Household Member
I-864EZ	Affidavit of Support
I-864W	Intending Immigrant's Affidavit of Support Exemption
N-400	Application for Naturalization
N-600	Application for Certification of Citizenship
N-648	Medical Certification for Disability Exceptions

EDUCATION

Bachelors of Arts in French May 2004
University of the Upper Peninsula, MI
[You may add the date of graduation if you like, but it is not required.]

[If you did not attend a college or university, please list your high school information.]

IMMIGRATION TRAININGS

40-Hour Immigration Training August 14-18, 2012
By Immigrant Legal Resource Center and Michigan Immigrants Center
Kalamazoo, MI

The New Affidavit of Support Rules September 14, 2012
By World Relief, Church World Service, and Lutheran Immigration and Refugee Service
[hereinafter World Relief, CWS, and LIRS]
Web-Based Training

BIA Recognition and Accreditation May 15, 2012
By World Relief, CWS, and LIRS
Web-Based Training

Program Management April 3-4, 2012
By Catholic Legal Immigration Network (CLINIC)
Oklahoma City, OK

SPECIAL SKILLS

Fluent in French and English

Extensive experience working with immigrants and refugees from various cultures and countries, such as: France, Kenya, Sudan, Thailand, Burma, Canada, Mexico, Colombia

**SAMPLE LETTER OF RECOMMENDATION FOR OFFICE RECOGNITION ONLY
(not from attorney or fully accredited representative)**

This should be written like a standard letter of recommendation. This is just a sample. The information in bold must be included though not necessarily in those exact words.

[ON LETTERHEAD OF WRITER'S ORGANIZATION]

[DATE]

Recognition and Accreditation Program Coordinator
Board of Immigration Appeals
Clerk's Office
5107 Leesburg Pike, Suite 2000
Falls Church, VA 20530-0001

RE: Application for Office Recognition of World Relief Kalamazoo, MI

Dear Recognition and Accreditation Program Coordinator:

I am pleased to write this letter of recommendation for recognition by the Board of Immigration Appeals for World Relief Kalamazoo.

I am familiar with the work of World Relief Kalamazoo and highly recommend it for office recognition from the BIA. **I have been familiar with World Relief since** [date], when I became Mayor of Our Town, MI, near Kalamazoo. Since that time, I have worked with World Relief on a regular basis.

World Relief participates in an immigrant task force that is run out of my office. This task force meets regularly, and World Relief is an active and important participant. Because World Relief works with refugees and immigrants in the community, its perspectives are vital to the task force and our city's relationship with refugee and immigrants.

I believe that World Relief Kalamazoo has the necessary knowledge and experience required to provide quality legal services. The organization has a good reputation in our community for its work with refugees and immigrants.

Additionally, there is a great need for quality immigration legal services in the Kalamazoo area, due to the large population of immigrants and the shortage of immigration legal service providers.

I strongly support World Relief's application for office recognition, as it will allow the office to provide quality immigration legal services to our community. Please contact me at **[phone and e-mail]** if you have any questions.

Sincerely,

Mayor of Our Town, MI

**SAMPLE LETTER OF RECOMMENDATION FOR OFFICE RECOGNITION AND
STAFF ACCREDITATION (from attorney or fully accredited representative)**

**This should be written like a standard letter of recommendation. This is just a sample.
The information in bold must be included though not necessarily in those exact words.**

[ON LETTERHEAD OF WRITER'S ORGANIZATION]

[DATE]

Recognition and Accreditation Program Coordinator
Board of Immigration Appeals
Clerk's Office
5107 Leesburg Pike, Suite 2000
Falls Church, VA 20530-0001

**RE: Application for Office Recognition of World Relief Kalamazoo, MI and Partial
Accreditation of Josephine Blauer**

Dear Recognition and Accreditation Program Coordinator:

I am pleased to write this letter of recommendation for recognition by the Board of Immigration Appeals for World Relief Kalamazoo, and for partial accreditation of Josephine Blauer.

I am a licensed immigration attorney with **10 years of experience practicing immigration law** at Adelante, a nonprofit agency in Kalamazoo. My practice focuses on family-based immigration, deportation and removal hearings, VAWA, and asylum.

I am familiar with the work of World Relief Kalamazoo and highly recommend it for office recognition from the BIA. **I have been familiar with World Relief Kalamazoo since** [date], when I began working with the immigration department of Adelante in Kalamazoo. I have attended many meetings with World Relief and we work cooperatively on a number of issues. **I believe that World Relief Kalamazoo has the necessary knowledge and experience required to provide quality legal services.**

Additionally, there is a great need for quality legal services in the Kalamazoo area, due the large population of immigrants and the shortage of immigration legal service providers.

I have known Ms. Josephine Blauer since [date], when she came to work for World Relief Kalamazoo. Since that time she has worked as an Immigration Advocate for that office. We have attended many meetings and immigration trainings together. I am familiar with her work.

She has attended numerous trainings on immigration law and gained extensive experience assisting immigrants and refugees with immigration applications. **I find Ms. Blauer to be a person of good moral character.** She is an excellent immigration worker and is well-respected

in the community. **I believe she has the necessary training and experience to warrant partial accreditation from the Board of Immigration Appeals.**

I am available to support the World Relief office and Ms. Blauer on immigration questions and strategy. I am available in person, by phone, or by e-mail on a pro bono basis.

I strongly recommend her for [full or partial] accreditation from the Board of Immigration Appeals.

Please contact me at **[phone and e-mail]** if you have any questions.

Sincerely,

Ms. Recommender

SAMPLE LETTER OF AGREEMENT TO PROVIDE TECHNICAL LEGAL SUPPORT

[ON LETTERHEAD OF WRITER'S ORGANIZATION]

[DATE]

Recognition and Accreditation Program Coordinator
Board of Immigration Appeals
Clerk's Office
5107 Leesburg Pike, Suite 2000
Falls Church, VA 20530-0001

RE: Application for recognition of the Immigration Assistance Center (IAC) office
located at 555 Main Street, Anytown, Iowa 50500

Dear Recognition and Accreditation Program Coordinator:

I am pleased to write this letter of recommendation for Board of Immigration Appeals (BIA) recognition for IAC. I am familiar with IAC and I fully support the organization's application to become recognized with the BIA because the need for charitable immigration services is much greater than the existing resources in the Anytown area, which has a very large immigrant and refugee population. I understand that IAC will be focusing on family-based immigration services.

I am a licensed attorney with 12 years of experience in immigration law. My practice focuses on family-based immigration, deportation and removal hearings, and asylum cases. I have met with IAC's Executive Director, Katherine Jones, and have agreed to provide technical legal support on a pro bono basis. I am available to answer any immigration questions the IAC staff may have by phone or e-mail.

If you have any questions, please do not hesitate to contact me at 123-456-7890.

Sincerely,

Joe Attorney, Esq.