

AILA's Toolbox for Immigration Paralegals: Essential Immigration Law Concepts, Procedures, and Form Completion Tips for Paralegals

Editor-in-Chief: Megan Kludt

Copyright © 2020, American Immigration Lawyers Association

Table of Contents

CAVEAT

The sample documents in the *AILA's Toolbox for Immigration Paralegals* are just samples. Read each one *carefully* and adapt it to meet your specific needs. Form completion instructions are current as of the date of publication, but forms are frequently revised. Always check the agency website for the latest forms, instructions, filing fees, and filing addresses.

Preface

About the Editor

A. OVERVIEW

- A01. The Paralegal's Role in the Immigration Law Office
by Peter B. Bade & Sean Hanover
- A02. Key Definitions and Concepts
by Richard A. Boswell
- A03. Agencies That Affect Immigration Law
by Margaret H. McCormick
- A04. USCIS Form Filing Tips
from USCIS
- A05. Paying USCIS Fees
from USCIS
- A06. Online Filing
from USCIS

B. EMPLOYMENT-BASED NONIMMIGRANT VISAS AND STATUS

- B01. H-1B Visas and Status
by Agnna Varinia Guzman
- B02. H-1B Electronic Registration Process
from AILA
- B03. Preparing the I-129H and ETA 9035 for Your Client
by Emily Neumann
- B04. L-1A and L-1B Intracompany Transferees
by Sue Mixson, updated by Adam Rosen
- B05. Completing Form I-129, Petition for Nonimmigrant Worker with L Classification Supplement
updated by Adam Rosen
- B06. A Paralegal's Guide to the O and P Visas
by Jen Larese & Megan Kludt, updated by Brigid Fitzgerald & Megan Kludt
- B07. Instructions for Completing the O and P Classifications Supplement to Form I-129
updated by Taymoor M. Pilehvar
- B08. An Overview of U Nonimmigrant Status Applications
by Breanna Cary

C. EMPLOYMENT-BASED IMMIGRANT CLASSIFICATION

- C01. Overview of Employment-Based Immigration
by Emily Hindle, Jen Larese & Megan Kludt, updated by Christian Van Houten & Megan Kludt
- C02. A Paralegal's Guide to EB-1A, EB-1B, and NIW
by Jen Larese & Megan Kludt, updated by Julia Teele & Megan Kludt
- C03. Overview of Employment-Based Immigration: EB-2 and EB-3
by Kimberley Best Robidoux
- C04. Filing Form I-140 Following Approval of a PERM Labor Certification
updated by Brad Hendrick
- C05. Completing Form I-140, Immigrant Petition for Alien Worker
updated by Adam Cohen

- C06. A Paralegal's Guide to Labor Certification (PERM)
by Emily Hindle & Megan Kludt, updated by Milada Cook & Megan Kludt
- C07. Completing Form ETA 9089, Application for Permanent Employment Certification
updated by Theresa Corcoran and Nicholas Coenen
- C08. Completing Form ETA 9141, Application for Prevailing Wage Determination
updated by Theresa Corcoran and Nicholas Coenen

D. FAMILY-BASED IMMIGRATION

- D01. A Paralegal's Guide to Family-Based Immigration
by Corinna Lopez and Megan Kludt, updated by Jonah Vorspan-Stein & Megan Kludt
- D02. Completing Form I-130, Petition for Alien Relative
updated by Corie A. O'Rourke
- D03. The K-1 and K-2 Visas
by Corinna Lopez & Megan Kludt, updated by Massiell Tercero-Parker, Jonah Vorspan-Stein & Megan Kludt
- D04. Instructions for Filling Out USCIS Form I-129F
by Christian Montesinos
- D05. Sample Completed Form I-129F
contributed by Megan Kludt
- D06. Affidavits of Support
by Charles Wheeler
- D07. I-944 Questionnaire
from AILA

E. ADJUSTMENT OF STATUS

- E01. Adjustment of Status for Beginning Practitioners
by Sara M. Mailander and Melissa Bordeaux
- E02. Completing Form I-485, Application to Register Permanent Residence or Adjust Status
updated by Stephanie Marzouk

F. CONSULAR PROCESSING

- F01. Instructions for Completing the DS-160 Nonimmigrant Visa Application
by Mami Terai, edited by Megan Kludt
- F02. DS-260 Immigrant Visa Applications and Fee Payment Through CEAC
edited by Megan Kludt
- F03. Form DS-5540, Public Charge Questionnaire for Consular Processing
from the U.S. Department of State

G. REMOVAL OF CONDITIONS ON PERMANENT RESIDENCE

- G01. An Overview of USCIS Form I-751:
Petition to Remove Conditions on Permanent Residence
by Lucrecia Knapp

H. CHANGES AND EXTENSIONS OF NONIMMIGRANT STATUS

- H01. Completing Form I-539, Application to Extend/Change Nonimmigrant Status
updated by Ruth Lozano McChesney
- H02. USCIS Form M-752
from USCIS
- H03. Sample Completed I-539, Change of Status
contributed by Ruth Lozano McChesney
- H04. Completing Form I-129, Petition for Nonimmigrant Worker, for Change or
Extension of Status (Plus Supplements E, F, H, HDC, L, O/P, Q, and R)
updated by Ruth Lozano McChesney
- H05. I-94 Quick Reference Guide for Local, State, and Federal Agencies
from CBP

I. APPLICATIONS FOR PERMISSION TO REENTER THE UNITED STATES AFTER INTERNATIONAL TRAVEL (ADVANCE PAROLE)

- I01. Applying for Advance Parole
by David N. Simmons

J. APPLICATIONS FOR WORK PERMISSION

- J01. Applications for Employment Authorization
by Maris Liss

K. WAIVERS

- K01. A Paralegal's Guide to the Unlawful Presence Waiver
by Rekha Sharma-Crawford
- K02. Instructions for Completing USCIS Form I-601A or Form I-601 for Unlawful Presence Waiver
edited by Megan Kludt

L. ASYLUM

- L01. Asylum and Related Claims for Relief
by David L. Cleveland
- L02. Question-by-Question Guidance on Completing Form I-589, Application for Asylum and for Withholding of Removal
by AILA's Asylum & Refugee Committee, updated by Bruce E. Buchanan

M. REMOVAL

- M01. Overview of Removal Proceedings
by Annamaria White
- M02. Cancellation of Removal
by Cynthia A. Aziz, Cheryl David, Carlos Moctezuma García, and Rekha Sharma-Crawford

- M03. Documenting Hardship: Thinking Outside the Box
by Jason C. Mills, Artie Renee Pobjecky, and Kelli A. Fennell
- M04. Instructions for Preparing Form EOIR-42A
edited by Megan Kludt
- M05. Instructions for Preparing Form EOIR-42B
edited by Megan Kludt
- M06. Instructions for Submitting Certain Applications in Immigration Court and for Providing Biometric and Biographic Information to USCIS
from USCIS

N. CITIZENSHIP AND NATURALIZATION

- N01. An Overview of Citizenship and Naturalization
by Megan Kludt & Massiell Tercero-Parker, updated by Molly McGuire & Megan Kludt