

# ATTACHMENT

**The following documents are those found in a BIA application.**

**Sample BIA Application documents include:**

- Sample cover letter from an organization serving immigrants (Sample A)
- Sample cover letter from an organization serving survivors of domestic violence (Sample B)
- Sample list of library resources (Sample C)
- Sample fee schedule (Sample D)
- Sample organizational chart (Sample E)
- Sample résumé (Sample F)
- Sample letter of recommendation (Sample G)
- Sample letter giving proof of technical support (Sample H)
- Sample proof of service to CIS and to ICE (Sample I)

**Please note that the following items are not included in this sample application packet.**

**You will need to include these in your complete application.**

- EOIR-31 (April, 2009 Version including Proof of Service on the local District Director for USCIS and Local Chief Counsel for ICE)
- Evidence of Tax-Exempt Status IRS 501(c)(3)
- By-Laws
- Articles of Incorporation
- Copies of Certificates for Immigration Law Trainings

# SAMPLE A

## **Recognition and Accreditation Request Letter for Agency Providing Assistance to Immigrants Generally**

[Letterhead]

[DATE]

Recognition and Accreditation Program Coordinator  
Board of Immigration Appeals  
Clerk's Office  
P.O. Box 8530  
Falls Church, VA 22041

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 three trainings dealing with the 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 naturalization application. 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	\$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

## **Recognition and Accreditation Request Letter for Agency Providing Assistance to Survivors of Domestic Violence**

[Letterhead]

January 2, 2012

Recognition and Accreditation Program Coordinator  
Executive Office for Immigration Review  
Board of Immigration Appeals  
Clerk's Office  
P.O. Box 8530  
Falls Church, VA 22041

RE: REQUEST FOR RECOGNITION OF THE DOMESTIC VIOLENCE CENTER (DVC) OFFICE LOCATED AT 555 MAIN STREET, ANYTOWN, IOWA 50500

REQUEST FOR PARTIAL ACCREDITATION OF DVC 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).

DVC provides a number of domestic violence treatment and prevention services in the city of Anytown. With this application DVC seeks to begin providing immigration legal services to immigrant survivors of domestic violence 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 nonprofit charitable organization. We do not charge clients fees for immigration legal services and have no membership dues.

Type of Immigration Services Offered

The DVC 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 three trainings dealing with the immigration provisions of the Violence Against Women Act (VAWA) and one that gave an overview of immigration law including the range of immigration benefits available and the bars to immigration. She 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-360 Self Petitions for battered immigrants, the I-485 Adjustment of Status immigration benefit application, and the N-400 Naturalization Application.

The DVC will offer immigration legal services related to its core mission of serving survivors of domestic violence. These include the I-360 special immigrant battered petition, I-485 adjustment of status, the I-918 petition for U non-immigrant status, other immigration benefits appropriate and incidental to survivors of domestic violence and any other immigration benefit that will assist the survivor with independently obtaining status, e.g., N-400 naturalization application. DVC will also screen every client for other potential immigration benefit eligibility, e.g., asylum, VAWA cancellation of removal, acquired and derivative citizenship, etc.

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.

#### Referral of Complex and Court Cases

DVC 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.

DVC and De Tal will receive technical immigration law 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].

#### DVC 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
<b>Total</b>	<b>\$45,000</b>

##### Expenses:

Expense	Amount
De Tal Salary and benefits	\$30,000
Overhead/Allocated Costs	\$10,000
Training	\$ 5,000
<b>Total</b>	<b>\$45,000</b>

#### Immigration Legal Services Caseload

Currently, DVC has no immigration legal services caseload [or....See end of paragraph if your agency has an active 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 battered women 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....DVC’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 Domestic Violence Center, for agency site recognition and agency staff partial accreditation.

Sincerely,

Katherine Jones, Executive Director

Enclosures:

EOIR-31 (April, 2009 Version including Proof of Service on the local District Director for USCIS and local Chief Counsel for ICE)

Evidence of Tax-Exempt Status IRS 501 (C) (3)

By-Laws

Articles of Incorporation

Fee Schedule

List of On-Site & Internet Immigration Law Library Resources

List of Technical Support Organization(s)

Organizational Chart

Resume for Fulana Maria De Tal

Copies of Certificates for Immigration Law Trainings

Letter summarizing technical immigration legal support relationship and recommendation for Fulana Maria De Tal from Samantha Sams, BIA Fully Accredited Representative [or Joe Smith, Attorney]

# SAMPLE C

## 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 the *Immigration and Nationality Act* and *Title 8 of the Code of Federal Regulations* as well as the 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.

### Law Libraries

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 of Immigration Review Virtual Law Library, <http://www.justice.gov/eoir/vll/libindex.html>

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](http://www.worldcat.org), helps identify immigration law books and locate libraries that carry them via zip code.

### On-Site Immigration Resources

*Kurzban's Immigration Law Sourcebook*, available at [www.aila.org](http://www.aila.org)

CLINIC *Survey of Immigration Laws Training Manual*, available at [www.cliniclegal.org](http://www.cliniclegal.org)

*Guide for Immigration Advocates* published by Immigrant Legal Resource Center, available at [www.ilrc.org](http://www.ilrc.org)

CLINIC Manual, *Preparing for Legalization*, available at [www.cliniclegal.org](http://www.cliniclegal.org)

### Immigration and Legalization Capacity-Building

CLINIC Manual, *Managing an Immigration Program*, available at [www.cliniclegal.org](http://www.cliniclegal.org).

This manual describes best practices used by many of the country's most experienced nonprofit immigration programs and managers. The training curriculum covers 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 [www.factfinder2.census.gov](http://www.factfinder2.census.gov)

*Pew Hispanic Center*, [www.pewhispanic.org](http://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.

*Grantmakers Concerned with Immigrants and Refugees*, [www.gcir.org](http://www.gcir.org), helps you learn about the giving trend toward immigration-related issues. GCIR serves as a forum for funders to connect immigrant issues to their funding priorities by providing research reports, online data, tools, resources, and analyses on immigration issues. GCIR does not provide grants, but does help you learn about funders' interests.



Foundation Center, [www.foundationcenter.org](http://www.foundationcenter.org), maintains the most comprehensive database on U.S. grantmakers and their grants, provides training programs, and provides the latest giving trends. The Center has five regional library/learning centers and 340 Cooperating Collections across the country. Their resources, including the grant research database, are available for free at these locations. The cooperating collection locations are listed on their website. For easier accessibility, membership and/or purchase of the grant research database is available.

National Council Nonprofit Associations, [www.ncna.org](http://www.ncna.org), provides many tools and resources on the nonprofit sector and maintains a directory of state nonprofit associations, which provide technical assistance and document templates to help your agency stay in compliance with state laws.

### **Naturalization and Immigrant Integration**

*U.S. Citizenship and Naturalization Handbook, latest edition*, by Daniel Levy and update editor Charles Roth, Thompson/West, available at 800-344-5009

*Naturalization and U.S. Citizenship: The Essential Legal Guide, latest edition*, Immigrant Legal Resource Center, available at [www.ilrc.org](http://www.ilrc.org)

CLINIC Handbook, *Citizenship for Us, 5<sup>th</sup> edition*, available at [www.cliniclegal.org](http://www.cliniclegal.org).

CLINIC Guide, *Strategies for Naturalizing the Most Vulnerable Applicants*, available at [www.cliniclegal.org](http://www.cliniclegal.org).

CLINIC Online Naturalization Workshop Toolkit, [www.cliniclegal.org](http://www.cliniclegal.org)

CLINIC Report, *A More Perfect Union: A National Citizenship Plan*, [www.cliniclegal.org](http://www.cliniclegal.org)

### **Violence Against Women Act (VAWA)**

*VAWA: Immigration Relief for Abused Immigrants* by CLINIC and Immigrant Legal Resource Center, available at [www.ilrc.org](http://www.ilrc.org)

*Advocacy to Improve Services for Battered Immigrant Women Living in Rural Communities* by Legal Momentum, available at [www.legalmomentum.org](http://www.legalmomentum.org)

*CLINIC-LAFLA-MRS Trafficking Legal Guide*, available at [www.cliniclegal.org](http://www.cliniclegal.org)

### **Family-Based Immigration**

*Family-Based Immigration Manual: A Practitioners Guide* by CLINIC, available at [www.cliniclegal.org](http://www.cliniclegal.org)

*Department of State Visa Bulletin* provides a summary on the availability of immigrant visas by preference categories and regions on a monthly basis. To access, click [http://travel.state.gov/visa/bulletin/bulletin\\_1360.html](http://travel.state.gov/visa/bulletin/bulletin_1360.html)

### **Immigration and Crimes**

*Immigration and Crimes* from the Immigration Advocates Network library, [http://www.immigrationadvocates.org/nonprofit/library/folder.172046-Immigration\\_and\\_Crimes](http://www.immigrationadvocates.org/nonprofit/library/folder.172046-Immigration_and_Crimes)

*Relief From Removal* by CLINIC, available at [www.cliniclegal.org](http://www.cliniclegal.org)

*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](http://www.defendingimmigrants.org), contains resources to defend noncitizens in criminal courts.

### **Periodicals and Newsletters**

*Interpreter Releases* weekly publication provides current and accurate immigration analysis, including reproduction of key documents and memos. To subscribe, visit <http://west.thomson.com/home.aspx>

*Bender's Immigration Bulletin* biweekly publication provides legal analysis of new immigration laws and policies. To order, visit <http://bookstore.lexis.com/bookstore/product/10762.html>

*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 at [www.cliniclegal.org](http://www.cliniclegal.org)

### **Online Resources and Listservs**

Immigration Advocates Network (IAN), [www.immigrationadvocates.org](http://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. It also provides a list of suggested listserves, which we have also listed below.

American Civil Liberties Union Immigrants' Rights Project operates a listserv 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](mailto: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/>.

ASISTA hosts two listservs, 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 listserv for people with significant expertise in immigration law and a high VAWA case load. To apply, send an e-mail to [questions@asistaonline.org](mailto:questions@asistaonline.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-Alert, 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).

CLINIC's e-mail alerts provide announcements on immigration law and trainings. To subscribe, visit <http://cliniclegal.org/> and click the E-mail Alerts icon on the right side of the page under "Stay Updated".

Detention Watch Network's listserv connects detention advocates from across the country. The listserv 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 listserv is not open to the media or government employees.)

Grantmakers Concerned with Immigrants and Refugees (GCIR): GCIR's E-newsletters keep funders and nonprofits up-to-date on the most recent resources available on a myriad of immigrant-related topics. Resources include links to recent articles, newspaper columns, major reports, books, recorded programs, conferences, and trainings. To subscribe, visit <http://www.gcir.org/publications/e-newsletters>.

ILW.com: The Immigration Daily and Immigrant's Weekly listservs 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/>.

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. Current lists include: Education (ILRC training news), Family Immigration, NACARA, Special Immigrant Juvenile Status, Activists, and DREAM Act. You can subscribe online at: <http://www.ilrc.org/listserv.php>.

Migration News is published by Migration Dialogue at UC Davis and reports on important migration developments worldwide. To subscribe, visit [http://migration.ucdavis.edu/mn/subscribe\\_mn.php](http://migration.ucdavis.edu/mn/subscribe_mn.php).

National Immigration Law Center (NILC) publishes the Immigrants' Rights Update, which provides news and resources on a number of immigration issues including employment, public benefits, and detention. To subscribe, visit <http://www.nilc.org/pubs/iru/index.htm#subscribe>.

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

Siskind's Immigration Bulletin is published by Greg Siskind, partner at the Immigration Law Offices of Siskind, Susser, Haas & Devine, Attorneys at Law (<http://www.visalaw.com>). To subscribe to the bulletin, visit <http://www.visalaw.com/subscribe2.html>

U.S. Citizenship and Immigration Services (USCIS), is the official Department of Homeland Security site with the Immigration and Nationality Act, 8 Code of Federal Regulations, all immigration-related forms, and memos and updates from the government. USCIS provides e-mail updates regarding policy changes or new guidelines. To subscribe, visit <https://service.govdelivery.com/service/user.html?code=USCIS>

### **Technical Support Organizations & Resources**

Catholic Legal Immigration Network, Inc., [www.cliniclegal.org](http://www.cliniclegal.org)

Immigrant Legal Resource Center, [www.ilrc.org](http://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](http://www.legalmomentum.org)

Women's Law, [www.womenslaw.org](http://www.womenslaw.org)

### **Partnership, Membership, or Networks**

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

ABA Immigration Legal Resource Referrals, [http://www.abanet.org/publicserv/immigration/legal\\_services\\_directory\\_map.shtml](http://www.abanet.org/publicserv/immigration/legal_services_directory_map.shtml)

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

Congressional Office(s) and staff contacts: <https://forms.house.gov/wyr/welcome.shtml>

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 and faith-based organizations about their work, policy updates, and guideline changes as well as to receive community feedback. USCIS district offices organize quarterly CBOs 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 [www.uscis.gov](http://www.uscis.gov)

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

# SAMPLE D

## Fee Schedule

This fee schedule is a sample only and we cannot represent whether it would be approved for your application or is appropriate for your area.]



FOR INTERNAL OFFICE USE ONLY:

Case Type: \_\_\_\_\_

W.R. Rep: \_\_\_\_\_

Client's Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Address: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

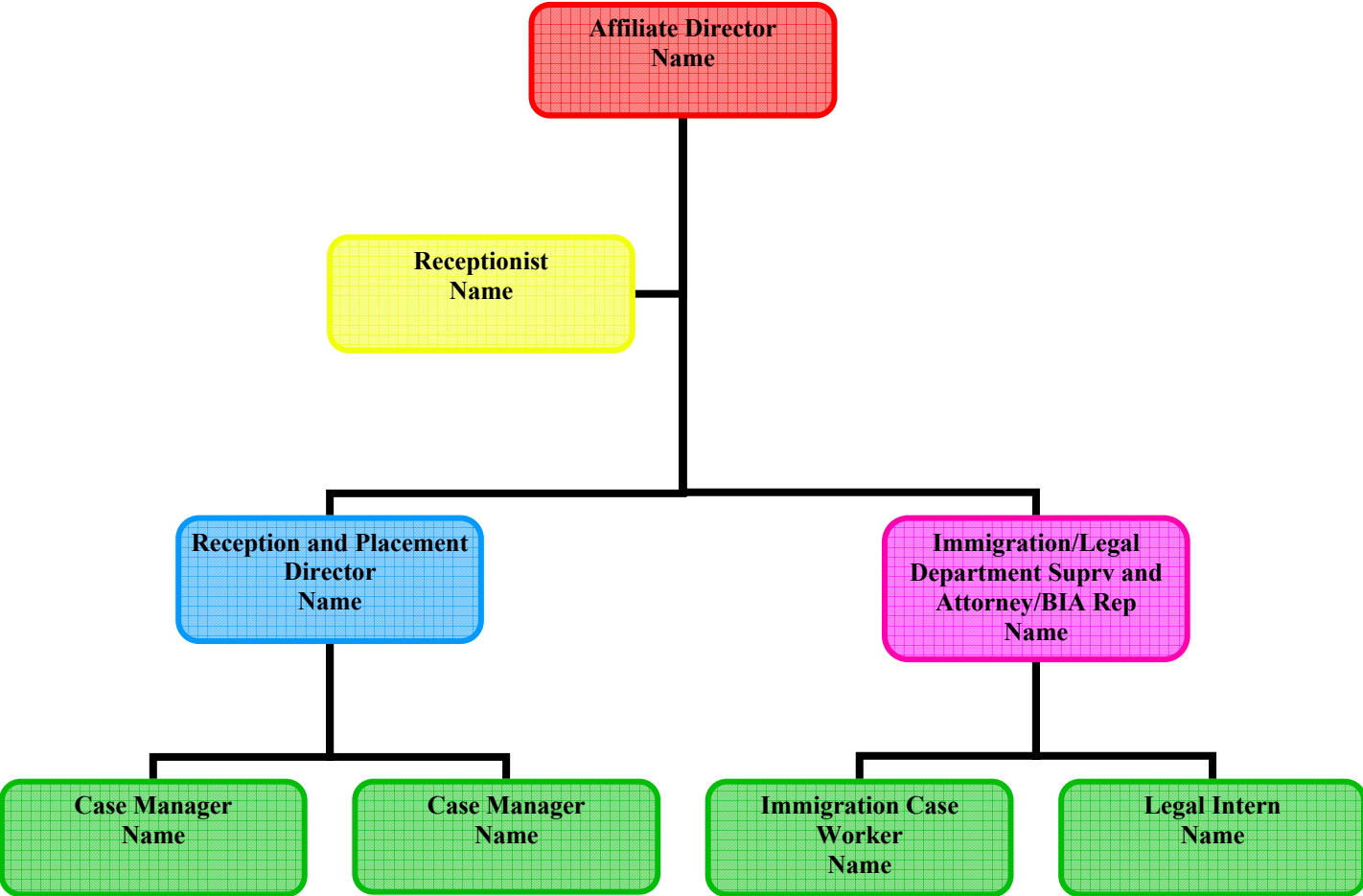
Description of Services	Qty.	\$ Due	Description of Services	Qty.	\$ Due
General Consultation (\$40 per 30 minutes)			I-824: Request for Duplicate of Approval Notice (\$100 each)		
G-639: F.O.I.A. Request & Analysis (\$100 each; \$ 50 first, \$ 50 after analysis)			I-864: Just Affidavit of Support (\$ 100 each)		
I-90: Renew/Replace Green Card (\$50 each)			Whole Consular Process (\$ 350 inc. affidavit of support; I-130 not included)		
I-102: Replace I-94 Card (\$75 each)			N-400: Adult Citizenship (\$ 100 each)		
I-129: Non-Immigrant Religious Visa (R-1) (\$400 each)			N-600: Certificate of Citizenship ( \$ 100 each)		
I-129F: Fiancé(e) Petition (\$250 each)			N-565 Replacement of Naturalization Certificate ( \$ 100)		
I-130: Alien Relative Petition (\$150 each non-spouse)			Whole 245 (a) Adjustment of Status (\$ 500 each inc. pictures)		
I-130: Whole Spouse Petition (\$250 each)			245 (i) Adjustment of Status (\$ 600 each inc. pictures)		
I-131: Travel Document (\$ 60 each)			Affidavit/Correspondence (\$35 each page)		
I-134: Affidavit of Support for Visit (\$ 50)			Photographs (\$10 each)		
I-360: Petitions for Religious Worker (\$500 each)			G-731N or AR-11: Address Change/ Lost Forms (\$30 each)		
I-539: Extend/Change Status (\$120 each V visa, otherwise \$ 70)			Translations (\$30 each page)		
I-730: Refugee Relative Petition (\$75/1 <sup>st</sup> , \$75/2 <sup>nd</sup> , \$30 e/addtl.)			G-731N or Chicago Inquiry: Case Status / Inquiry Forms (\$35 each)		
I-751: Removal of Conditions on Residence (\$150 each)			Technical Legal Assistance (\$ 100 each request )		
I-765: Employment Auth. (\$40 each)			I-360 VAWA Self-Petition (\$ 375)		
			Refugee Adjust. / Green Card (\$ 100/1 <sup>st</sup> , \$70/2 <sup>nd</sup> , \$ 50 e/addl.)		
I-821: TPS (\$200 each)			Other (such as representation at CIS interview):		
<b>Payable to World Relief:</b>		<b>Total Due:</b>			\$
Cash: _____; Check _____		<b>Amount Paid:</b>			\$
		<b>Balance:</b>			\$

Services will not be denied for inability to pay full fee.

Client Signature: \_\_\_\_\_

# SAMPLE E

## Organizational Chart



# SAMPLE F

## Résumé

Josephine Blauer  
World Relief Kalamazoo  
135 Blueberry Way  
Kalamazoo, MI 12345  
(443) 451-1992  
[jblauer@wr.org](mailto: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 2004-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

*Introduction to Immigration Law Practice:* June 5 – July 10, 2013  
*A Course for New Practitioners*  
By: Catholic Legal Immigration Network (CLINIC)  
E-learning

*40-Hour Immigration Training* April 14-18, 2013  
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 G

## **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.**

**[DATE]**

Recognition and Accreditation Program Coordinator  
Executive Office for Immigration Review  
Board of Immigration Appeals  
Clerk's Office  
P.O. Box 8530  
Falls Church, VA 22041

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

**Dear Board of Immigration Appeals:**

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 Kalamazoo since 2003**, when I became Mayor of Our Town, MI, near Kalamazoo. Since that time, I have become very familiar with World Relief and the work it does.

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 participating agency. 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 refugees 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 services 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 if you have any questions.

Sincerely,

Mayor of Our Town, MI  
**[Contact Information]**

**Letter of Recommendation for Office Recognition and Personal 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.**

[DATE]

Recognition and Accreditation Program Coordinator  
Executive Office for Immigration Review  
Board of Immigration Appeals  
Clerk's Office  
P.O. Box 8530  
Falls Church, VA 22041

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

**Dear Board of Immigration Appeals:**

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

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 2000**, 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 to the large population of immigrants and the shortage of immigration legal services providers.

**I have known Ms. Josephine Blauer since** December 2004, 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 has 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 receiving [full or partial] accreditation from the Board of Immigration Appeals.**

**I am a licensed immigration attorney, and I am available to support the World Relief office and Ms. Blauer with immigration questions and strategy. I am available in person, by phone, or by email on a pro bono basis.**

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

Please contact me if you have any questions.

Sincerely,

Mr. Recommender  
[Contact Information]

# SAMPLE H

## **Letter of Agreement to Provide Technical Support**

[ON LAW FIRM LETTERHEAD]

March 17, 2013

Recognition and Accreditation Program Coordinator  
Board of Immigration Appeals  
P.O. Box 8530  
Falls Church, VA 22041

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.

# SAMPLE I

## **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 CIS at:

[add address of CIS 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]