



## REQUEST FOR FULL ACCREDITATION OF NON-ATTORNEY REPRESENTATIVE

Accreditation of non-attorneys allows non-profit organizations and their non- attorney staff and/or volunteers to practice immigration law. It is an essential tool for increasing capacity to serve low-income, vulnerable immigrant populations with high quality, charitable immigration legal services.

There are two types of accreditations:

- **Partial accreditation** allows representation before the Department of Homeland Security (DHS) only. A partially accredited representative can counsel immigration clients, complete immigration forms, and represent clients at U.S. Citizenship and Immigration Services (USCIS) interviews.
- **Full accreditation** allows representation before *both* DHS and EOIR (the Immigration Court and BIA). A fully accredited representative can represent clients in removal, summary removal, rescission, and other proceedings in Immigration Court. The individual may also handle appeals to the BIA. However, full accreditation does *not* permit representation in state courts, the federal Courts of Appeals, or the U.S. Supreme Court.

An accredited representative may be a full-time or part-time employee, or a volunteer. They may even become accredited at more than one non-profit organization. However, an accredited representative is only authorized to practice immigration law through the recognized organization(s) that applied for accreditation on the representative's behalf. If the organization has multiple office locations, the accredited representative is authorized to practice immigration law at those locations if DOJ Office of Legal Access Programs (OLAP) approved them as "extensions" of the main office. If the accredited representative leaves the recognized organization in which they received their accreditation, their accreditation terminates. To obtain accreditation again, the individual will need to apply for initial accreditation at an organization that is recognized or pursuing recognition.

For all initial applications for accreditation, whether for partial or full accreditation, individuals must meet the requirements for partial accreditation. In addition, if the individual is pursuing full accreditation, they must demonstrate that they possess skills essential for effective litigation.

### ELIGIBILITY REQUIREMENTS FOR FULL ACCREDITATION

To be eligible for accreditation, the proposed representative must:

- Be an employee or volunteer of the recognized organization or one that is applying for recognition;
- Have the character and fitness to represent clients;
- Have broad knowledge and adequate experience in immigration law and procedure;
- Must establish that they possess skills essential for effective litigation for full accreditation;
- Not be an attorney who is eligible to practice law in the U.S. or a U.S. territory, commonwealth, or possession;
- Not have resigned while a disciplinary investigation or proceeding is pending;
- Not be subject to any order disbaring, suspending, enjoining, restraining, or otherwise restricting him/her in the practice of law or representation before a court or any administrative agency; and
- Not have been convicted of a serious crime anywhere in the world.

## ELEMENTS OF THE APPLICATION

- I. Cover letter
- II. Form EOIR-31A (Request by Organization for Accreditation or Renewal of Accreditation of Non-Attorney Representative)
- III. Resume which includes a description of the representative's qualifications, including education and immigration law experience and trial and appellate advocacy experience
- IV. A list of all relevant, formal, immigration-related trainings including training focused on trial and appellate advocacy.
- V. A certificate of training from the training organization or similarly verifiable record for each training attended. Plus, documentation of a course completed on the fundamentals of immigration law, procedure, and practice for first time applicants for accreditation only
- VI. Additional evidence of skills essential for effective litigation
- VII. Two letters of recommendation from persons familiar with the representative's broad knowledge and adequate experience in immigration law and procedure

## CHECKLIST FOR EACH ELEMENT OF THE APPLICATION

This checklist is current as of the publication date. It does not constitute legal advice. The laws, interpretations of the laws, forms, and policies associated with DOJ recognition and accreditation change occasionally, so please confirm that the information in this guide is still current before relying on it. Please check the DOJ/EOIR website for form versions, instructions, recent case law regarding DOJ recognition and accreditation, and other important information. The website is <https://www.justice.gov/eoir/recognition-and-accreditation-program>. We also encourage you to review the Frequently Asked Questions (FAQs) on the recognition and accreditation program which is available on the EOIR website at the same link shown above.

Additional information may be found in CLINIC's DOJ Recognition and Accreditation Toolkit at <https://cliniclegal.org/toolkits/recognition-accreditation>.

### I. Cover Letter

Best Practice Tips!

- For a stand-alone application for full accreditation, include a cover letter.
- The cover letter should be clear and concise, have the correct information for OLAP, cite the correct regulations, and contain a list of enclosures.
- Use CLINIC's sample cover letter as a guide.

### II. Form EOIR-31A (Request by Organization for Accreditation or Renewal of Accreditation of Non-Attorney Representative)

NOTE – Effective November 3, 2023, organizations are required to use the October 2022 Revision of form EOIR-31A. OLAP will return any applications submitted using prior versions of the forms.

The applicant is using the October 2022 version of form-EOIR31A (this can be verified by looking at the bottom right corner of the form.) As of the date of this check list, this is the [link](#) for the current form.

## Part 1. Non-Attorney Representative Information

### Best Practice Tips!

- The applicant should list their full legal name, including any middle name.
  - Check the cover letter and resume for consistency. If they have not used any other names, write “None” in the space provided.
- Check that the name of the organization is consistent with the name listed in the EOIR-31, or for organizations already recognized, it is consistent with the name listed on the DOJ roster at <https://www.justice.gov/eoir/recognized-organizations-and-accredited-representatives-roster-state-and-city>.
- Check that the address(es) are consistent with the information provided in the resume and organizational chart. For organizations already recognized, make sure the address is consistent with the address(s) listed on the DOJ roster at <https://www.justice.gov/eoir/recognized-organizations-and-accredited-representatives-roster-state-and-city>.

## Part 2. Qualifications for Accreditation

### A. About the Representative

- The applicant has checked their status as an employee or volunteer.

#### Best Practice Tip!

- If the applicant has checked a status other than employee or volunteer with the organization, check for eligibility. OLAP has stated that contractors are not eligible for accreditation.
- The applicant listed *any and all* previous applications for accreditation.

#### Best Practice Tips!

- If any of those previous applications were disapproved or terminated, be sure to include the requested details on the form and to address the reasons for disapproval or termination in an addendum. Include supporting documentation if needed.
- If the applicant is unsure of dates of previous applications, include an addendum with a general explanation.

### B. Representative’s Knowledge and Experience

- The applicant checked “yes” to the question “*Does the representative possess broad knowledge and adequate experience in immigration law and procedure?*”
- The applicant checked the four boxes indicating that the following documents are included in the application:
  - A description of the representative’s qualifications, including education and immigration law experience. (*See part III of this checklist for best practice tips*).
  - A list of all relevant, formal, immigration-related training with certificate of training from the training organization or similarly verifiable record. (*See part IV & V of this checklist for best practice tips*).

- (for first time accreditation applicants only) Documentation of at least one course completed on the fundamentals of immigration law, procedure, and practice. (*See part V of this checklist for best practice tips*).
- Letters of recommendation from at least two persons familiar with the representative's broad knowledge and adequate experience in immigration law and procedure. (*See part V of this checklist for best practice tips*).
- The applicant checked the two boxes acknowledging that the applicant
  - Possesses skills essential for effective litigation; and
  - Has formal training, education, or experience related to trial and appellate advocacy (*See part III - VI of this checklist for best practice tips*).

### C. Representative's Background

- The applicant provided their date of birth and answered all the character and fitness questions.

**Note** -OLAP will use the DOB to conduct a criminal background check and a financial background check for judgements and liens on all applicants

- The applicant has answered the five questions about the applicant's background.
- If the applicant answered "yes" to any of the questions or needs to explain any past criminal or financial background information, they have included an addendum.

### Best Practice Tips!

- It is important that individuals know that they must disclose everything to OLAP. Even if it was something that was expunged. OLAP will still find it and still want to know about it. OLAP typically is not concerned with basic traffic citations, like speeding, unless drugs or alcohol were involved. OLAP will want to know about any defaulted loans or child support payment issues that have occurred.
- *Has the representative ever been found guilty of, or pleaded guilty or nolo contendere to, a serious crime, as defined in 8 C.F.R. § 1003.102(h), in any court anywhere in the world?*
  - Those who committed or attempted to commit a "serious crime" are not qualified to be an accredited representative. "Serious crime" is defined in the regulations at 8 CFR § 1003.102(h) to include any felony as well as any lesser crimes that have an element of: (i) interfering with administration of justice, (ii) false swearing, (iii) misrepresentation, (iv) fraud, (v) willful failure to file income tax returns, (vi) deceit, (vii) dishonesty, (viii) bribery, (ix) extortion, (x) misappropriation, or (xi) theft. Additionally, any attempt, conspiracy, or solicitation to commit a serious crime is disqualifying.
- *Has the representative ever committed prior acts involving dishonesty, fraud, deceit, or misrepresentation?*
  - OLAP will consider acts of dishonesty, fraud, deceit, or misrepresentation in evaluating whether the individual has the character and fitness to become an accredited representative. They will also consider general criminal history and history of neglecting professional financial or legal obligation. Unlike the "serious crime" prohibition, these are factors OLAP considers. Therefore, be forthcoming about any acts that may fall into these categories and proactively explain and rehabilitate the applicant's character with positive factors.

- *Does the representative have a current immigration status that presents an actual or perceived conflict of interest?*
  - Typically, OLAP does not consider immigration status to be a conflict unless the person is in active deportation, exclusion, or removal proceedings or who has been issued a notice of intent to revoke or terminate an immigration status. OLAP typically is willing to approve accreditation for immigrants who hold DACA or Temporary Protected Status (TPS). See [81 FR 92346](#) at page 92352 for more information.
- *Has the representative ever resigned while a disciplinary investigation or proceeding was pending?*
  - 8 C.F.R. § 1292.12(a)(5) refers to potential applicants' eligibility when applying for accreditation and provides that an individual is only eligible for accreditation if they have not "resigned while a disciplinary investigation or proceeding is pending and is not subject to any order disbaring, suspending, enjoining, restraining, or otherwise restricting the individual in the practice of law or representation before a court or any administrative agency." This refers to former attorney discipline before a state board or discipline before EOIR's disciplinary counsel.
- *Is the representative subject to any order disbaring, suspending, enjoining, restraining, or otherwise restricting the individual in the practice of law or representation before a court or any administrative agency?*
  - As above, disbarments, suspensions and past restrictions on law practice prohibit accreditation.

### Part 3. Declaration of Authorized Officer

- Remember to sign and date this section once the application is complete and ready to submit

#### Best Practice Tips!

- The Authorized Officer should be the same person listed on the form EOIR-31 if the organization is submitting the accreditation application simultaneously with the recognition application or had been already designated by the recognized organization.
- Be aware that the declaration of Part 3 states that under **penalty of perjury, the AO attests that they have** examined the form, including accompanying attachments, and to the best of their knowledge and belief, it is true. While the AO should do their due diligence to verify the contents of the application, they should keep in mind that conducting an in-depth analysis of the employee or volunteer's background may be in violation of state laws and/or subject the organization to EEOC complaints. If there is a particular question or concern, then the AO, employee or volunteer should consider contacting their HR department for further direction.

### Part 4. Declaration of Representative

- Remember to sign and date this section once the application is complete and ready to submit to OLAP.

### Part 5. Proof of Service on USCIS District Director(s)

- Remember to sign and date this section once the application is complete and ready to submit to OLAP.

#### Best Practice Tips!

- Make sure that the correct address(s) for the USCIS District Office for the principal and all extension locations are included. Check the USCIS website to be sure the address is correct: <https://www.uscis.gov/scams-fraud-and-misconduct/avoid-scams/become-an-authorized-provider>.
- If submitting the application electronically to the USCIS District Director, indicate the email address along with the physical address.

### **III. Resume which includes a description of the representative's qualifications, including education and immigration law experience and trial and appellate advocacy experience**

#### Best Practice Tips!

- Follow the current CLINIC resume template with the recommended sections of Relevant Experience and Immigration Benefit Applications Assisted and Familiar with.
- List the office address where the applicant is based at the top and make sure this information is consistent with the information about the applicant on the organizational chart, if there is a concurrent application for recognition.
- List the applicant's current position with the organization applying for the person's accreditation first.
- Include detailed, hands-on experience under an authorized immigration practitioner in the job description.
- Include attending ongoing training on immigration law and staying up to date on changes in the job description.
- Clearly list the dates and title for each job.
- In addition to experience in immigration legal services, include experience that involves immigrants, working with other cultures, and legal experience gained in other areas of law or abroad. Be sure to include any shadowing or hands-on experience gained with other organizations.
- The resume should demonstrate legal research, writing, and advocacy skills Include a section on Advocacy, Research, and Writing Skills that shows sufficient hands-on experience working on immigration court cases under the supervision of an attorney or full accredited representative. The list may include proceedings observed before the immigration court such as master calendar hearings and individual hearings, types of cases assisted with and experience in research and writing documents related to court practice (motions, affidavits, briefs etc.).
- Provide a list of immigration applications you have assisted and/or are familiar with, particularly focusing on applications that are key to the services your immigration program provides/plans to provide. For example, key forms for a family-based immigration program would be I-130, I-485, and N-400. Make sure to include other, common forms as well, especially those that relate to forms of relief in immigration court, like Form I-589, Application for Asylum and Withholding of Removal.
- Include additional languages spoken on the resume.

**IV. A list of all relevant, formal, immigration-related trainings including training focused practice before the immigration courts and trial advocacy skills**

Best Practice Tips!

- Follow the current CLINIC list of training template to document trainings.
- For applicants for first time accreditation, generally, OLAP considers only recent training (i.e. within the last 3 years.)
- If you have taken CLINIC’s Comprehensive Overview of Immigration Law (COIL) training or another fundamentals course that is over three years old, consider whether it is necessary to re-take the course. An example of someone who may not have to take the course is someone who had accreditation at another organization, there is no or a small gap in their status as an accredited representative and is applying for the first time to a new organization. **Note: A fundamentals course does not need to be retaken if the applicant is going from partial to full accreditation.**
- OLAP has stated that the fundamentals course alone is not sufficient training for initial partial accreditation. Additionally, applicants for full accreditation must take additional trainings related to practice before the immigration courts and trial advocacy skills. Therefore, in addition to the fundamentals course, make sure the applicant lists additional trainings that are related to the services the program provides/plans to provide and related to immigration court practice, such as removal defense, court skills, and/or oral and written trial and appellate advocacy. If additional trainings are needed there are many free ones available at <https://www.cliniclegal.org/training/archive>, and <https://pbtraining.org/course-cat/deportation-defense/> <https://www.immigrationadvocates.org/nonprofit/webinars/> (membership required for access to training – free for employees of non-profits).
  - Make sure that trainings that are specific to substantive areas of immigration law practice are included. Note that program management and cultural competence can be included, but OLAP has stated that they are not sufficient on their own for accreditation.
  - Make sure to include training related to court skills and advocacy outlined above.
- For each training include the title, type of training (webinar, 8-week e-learning course, 2-day conference, etc.), specific dates (DD/MM/YEAR), duration (hours), and organization that provided it. A one or two sentence description is helpful if it is not obvious from the title.
- List trainings in an organized manner, such as listing the training courses in reverse chronological order.
- If applicable - Consider listing the COIL or other fundamentals course listed first or bold/highlight it for ease of review by OLAP. COIL can be described as “an intensive, 6-week [or 8-week] course on the fundamentals of immigration law, procedure, and practice.”

**V. A certificate of training from the training organization or similarly verifiable record for each training attended. Plus, documentation of a course completed on the fundamentals of immigration law, procedure, and practice for first time applicants for accreditation only**

Best Practice Tips!

- Include a certificate or other proof for every training listed on the training list is included. Other proof includes print out confirmation of attendance (registration is not sufficient).
- If you are attending a recorded training as opposed to a live session where a certificate of completion or other verifiable record of attendance is not issued, you will need to submit an Affidavit attesting to your training attendance that is signed by you and your supervisor. See CLINIC’s sample Affidavit.

- Present proof of training in the same order as the training listed on the resume for ease of review by OLAP.
- OLAP’s FAQ asks that copies of PowerPoint handouts and other similar materials NOT be included in the application, but that for **the fundamentals course** (required for initial accreditation applicants), **conferences and other lengthy courses**, it is helpful to include a schedule, agenda(s), course syllabus or program.
- Check that every certificate is signed (digital or ink) and the name(s) is also printed. OLAP will send an RFE for any missing signatures (when a signature line(s) is blank).
- Check that the duration for the training listed on the resume matches the duration listed on the certificates. This is particularly important for the COIL or other fundamentals course.

## **VI. Additional evidence of skills essential for effective litigation**

Best practice tips!

- Include a log of experiences and observations at the Immigration Court. Master calendar hearings are sufficient, but the applicant should include individual hearings if possible. See CLINIC’s sample log.
- Include two redacted writing samples demonstrating written trial and appellate advocacy skills such as pleadings, declarations, or motions that were authored by the applicant (under the supervision of an authorized immigration practitioner).

## **VII. Two letters of recommendation from persons familiar with the representative’s broad knowledge and adequate experience in immigration law and procedure**

Best Practice Tips!

- Use CLINIC’s sample letter of recommendation letter as a guide.
- It is helpful if *at least one* letter is from a mentor who is an attorney or DOJ fully accredited representative. If the applicant does not have both letters from an attorney or accredited representative, the second letter should come from their supervisor who can attest to their efforts to prepare for full accreditation (training and hands-on experience obtained).
- Check that the recommendation letters are sufficiently personalized and detailed. OLAP has rejected “cookie-cutter” letters that too closely follow the samples in this checklist or echo each other too much. The letters should talk about specific experience with different types of court cases and describe the candidate’s qualities that would make them a good advocate in immigration court, including legal research and writing skills. The letters should also mention the applicant’s trainings on immigration law, especially the court skills training, and refer to the resume for more details.
- Include an “re” line at the top that says, “Recommendation for Full Accreditation of (name).”
- Verify that the letters use up to date citations and do not use the outdated term, “BIA accreditation.”
- Include a short summary of the writer’s credentials/background at the beginning.
- Focus on describing the substance of the hands-on experience instead of the quantity.



## **APPLICATIONS SUBMISSION BEST PRACTICE TIPS!**

- Present the supporting documents in the same order listed in the cover letter and as outlined in EOIR -31A.
- Clearly title/label documents and make sure they match how titles are listed in the cover letter.
- OLAP and USCIS prefer applications to be submitted via email. You can email your application to OLAP at [R-A-Info@usdoj.gov](mailto:R-A-Info@usdoj.gov) and copy your USCIS District Director on the email to OLAP for ease of submission. To locate the USCIS District Director with jurisdiction over your office location(s), you can visit the USCIS website at <https://www.uscis.gov/scams-fraud-and-misconduct/avoid-scams/become-an-authorized-provider>.

[Click here to return to part I of the checklist](#)

## **SAMPLE COVER LETTER FOR FULL ACCREDITATION REQUEST**

[Date]

Recognition and Accreditation Program Coordinator  
Office of Legal Access Programs  
Office of Policy  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2400  
Falls Church, VA 22041

RE: Request for full accreditation of [organization name] staff member [full name of staff]

Dear Recognition and Accreditation Program Coordinator:

[Organization name] is a DOJ recognized organization located at [full address]. With this application, [organization] is seeking full accreditation for its staff member, [name].

Enclosed, please find a completed Form EOIR-31A along with supporting documentation. We have included a full list of enclosures below.

Thank you very much for your fair and rapid consideration of [organization's] request for full accreditation for [name].

Sincerely,

[Name of Authorized Officer]  
[Job Title]

Enclosures:

- Form EOIR-31A Rev. Oct. 2022
- Resume for [staff name] which includes a description of the proposed representative's qualifications, including education, immigration law experience, demonstrated written, legal research and advocacy skills for immigration court representation, and a list of all relevant, formal, immigration-related trainings
- Copies of certificates for trainings attended or similarly verifiable record from the training organization.
- Affidavit for trainings attended [if needed]
- Two redacted writing samples demonstrating written trial and appellate advocacy skills
- Log of experiences and observations at the Immigration Court
- Letter of recommendation from [name and affiliation of recommender one] and
- Letter of recommendation from [name and affiliation of recommender two]

Click here to return to part III of the checklist

## SAMPLE RESUME FOR FULL ACCREDITATION

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

**[Please note: use organization 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 2019-Present

- Partially accredited representative since x date.
- Evaluate clients' eligibility for immigration benefits and possible bars to immigration.
- Assist eligible clients with completion of appropriate immigration benefit applications and filing.
- Assist clients to schedule immigration appointments.
- Represent clients at naturalization interviews before USCIS.
- Assist clients with translation of legal documents.
- Attend ongoing immigration law trainings to maintain accreditation and stay up to date on new developments in immigration law.
- Review immigration list serves and websites regularly to stay up to date on immigration changes.
- Provide immigration referrals when necessary.
- Attend monthly meetings with USCIS District Office.
- Conduct outreach and information sessions to inform community members about immigration benefits and new developments.

### Advocacy, Research, & Writing Skills

- Working under the supervision of an immigration attorney for six months, gained experience needed for full accreditation.
- Gained experience in conducting legal research; interviewing clients; writing declarations, affidavits, pleadings, and motions; preparing clients for immigration court hearings; and observing proceedings before the immigration court.
- Observed master calendar hearing for clients of Jane Attorney, Esq. at [name of] Immigration Court on x date.
- Observed individual hearing for client of Jane Attorney, Esq. at Immigration Court on x date.

*Please see attached, redacted writing samples related to court cases assisted with.*

*Please see attached log for a full list of experiences and observations at the Immigration Court.*

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**

Bachelor of Arts in French May 2012  
University of the Upper Peninsula, MI

**[You may add the date of graduation if you like, but it is not required.]**

**SPECIAL SKILLS**

Fluent in Spanish, 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

[Click here to return to part IV of the checklist](#)

## **SAMPLE LIST OF TRAININGS FOR FULL ACCREDITATION**

**[List recent trainings in the last three years. Seek advanced level trainings to prepare for full accreditation.]**

*Court Skills Training for Partially Accredited Representatives*

In-Person Training in Chicago, Illinois (35 hours)

Catholic Legal Immigration Network, Inc.

Month/day/year

Provide a brief summary describing what the training covered.

*Representing Clients in Removal Proceedings*

Eight Webinar Series (12 hours)

Catholic Legal Immigration Network, Inc.

Month/day/year

Provide a brief description of what the training covered.

*Asylum for DACA and TPS Holders*

Webinar (1.5 hours)

Catholic Legal Immigration Network, Inc.

Month/day/year

Provide a brief description of what the training covered.

*Written and Oral Advocacy in Immigration Court*

Webinar (1.5 hours)

Immigration Advocates Network

month/day/year

Provide a brief description of what the training covered.

*Challenging the Government's Case in Immigration Court*

Webinar (1.5 hours)

Immigration Advocates Network

month/day/year

Provide a brief description of what the training covered.

*The Federal Rules of Evidence: What Immigration*

*Court Representatives Need to Know*

Webinar (1.5 hours)

Catholic Legal Immigration Network, Inc.

Month/day/year

Provide a brief description of what the training covered.

*Getting Clients Released on Bond*

Webinar (1.5 hours)

Florence Immigrant & Refugee Rights Project

month/day/year

Provide a brief description of what the training covered.

*Humanitarian Immigration Law Clinic*

6<sup>th</sup> Annual Immigration Law Seminar (7 hours)

School of Law, City, State

month/day/year

Provide a brief description of what the training covered.

[Click here to return to part V of the checklist](#)

**SAMPLE AFFIDAVIT FOR TRAININGS MISSING A CERTIFICATE OF COMPLETION**

To whom it may concern:

I attest under penalty of perjury that [name of applicant] completed the following immigration trainings. A certificate is not available for these trainings because [explanation].

<b>Immigration Trainings Attended by name of applicant</b>				
<b>Date</b>	<b>Training Title and Brief Description of the Training</b>	<b>Type of Training</b>	<b>Hours</b>	<b>Training Provided By</b>

Applicant Name (print), Signature, and Date:

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Supervisor Name (print), Signature, and Date:

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**SAMPLE LOG OF IMMIGRATION COURT EXPERIENCES AND OBSERVATIONS FOR FULL ACCREDITATION**

**LOG OF EXPERIENCES AND OBSERVATIONS AT THE IMMIGRATION COURT FOR [NAME OF APPLICANT]**

<b>DATE</b>	<b>LOCATION</b>	<b>TYPE OF CASE</b>
February 13, 2024	Charlotte Immigration Court	Individual Hearing with mentor [NAME], Esq. Case was dealing with cancellation of removal.
March 21, 2024	Charlotte Immigration Court	Individual Hearing with mentor [NAME], Esq. for cancellation of removal case.
August 15, 2023	Charlotte Immigration Court	Master Calendar Hearing. Cases included asylum, cancellation of removal, and adjustment of status.
September 26, 2023	Charlotte Immigration Court	Master Calendar Hearing. Cases included asylum and cancellation of removal.
October 3, 2023	Charlotte Immigration Court	Master Calendar Hearing. Cases included asylum, cancellation of removal, and adjustment of status.

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**SAMPLE LETTER OF RECOMMENDATION FOR FULL ACCREDITATION  
(from mentor who is attorney or fully accredited representative)**

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

[On letterhead of writer's organization]

[Date]

Recognition and Accreditation Program Coordinator  
Office of Legal Access Programs  
Office of Policy  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 2400  
Falls Church, VA 22041

RE: Recommendation for Full Accreditation of Josephine Blauer

Dear Recognition and Accreditation Program Coordinator:

Paragraph One - [general summary of author's background and experience]

I am pleased to write this letter of recommendation for full accreditation of Josephine Blauer. I am a licensed immigration attorney with 10 years of experience practicing immigration law at Adelante, a non-profit agency in Kalamazoo, MI. I am admitted to the Bar in Michigan. My practice focuses on family-based immigration, deportation and removal hearings, VAWA, and asylum.

Paragraph Two- [how the author became familiar with the applicant's immigration work]  
Ms. Blauer has been partially accredited since [date]. As an Immigration Advocate at World Relief Kalamazoo, she has extensive experience assisting immigrants and refugees with immigration applications, and also has experience in representing clients at USCIS interviews.

Paragraph Three – [details of the applicant's qualifications and experience].

I have known Ms. Blauer for more than two years and have been mentoring her and helping her prepare for full accreditation for the past six months. Ms. Blauer has attended numerous trainings in immigration law, which are detailed in her resume. She has accompanied me to the immigration court in our city on a regular basis to observe proceedings, including master calendar hearings and individual case hearings. Under my supervision, she has also gained significant experience in legal research, writing, and preparing clients for court hearings. Her writing experience includes preparing pleadings, declarations, and motions for court cases. I have personally observed Ms.

Blauer's attention to detail and have reviewed thorough, quality declarations that she has prepared for clients. She has a keen ability to hone in on relevant facts and identify potential legal issues. She is able to communicate in a persuasive and effective manner, both verbally and in writing.



**I believe Ms. Blauer has the character and fitness to represent clients.** She is an excellent immigration worker and is well-respected in the community. **I believe she has the necessary training and experience to warrant full accreditation from the Department of Justice.** There is a great need for quality legal services in our local area, especially representation before the Immigration Court, due the large population of immigrants and the shortage of immigration legal service providers. Ms. Blauer's full accreditation with World Relief will allow the organization to help meet that need.

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 accreditation from the Department of Justice.

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

Sincerely,

NAME, Esq.