



Pro Forma Immigration Attorneys

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3 Day Business Immigration Law Training Intensive

Sample Curriculum

This training is designed to give attorneys the basic skills and knowledge necessary to successfully practice in the area of Business Immigration Law. The time schedule is as follows:

Day 1: Substantive and Procedural Overview of Immigrant and Non-Immigrant Business Immigration

9am – 9:30am

Welcome, introductions, goals and expectations

- Research methodology: Kurzban, Regulations, Websites, Cases

9:30am – 11am

Substantive Overview of Non-Immigrant Visas

- Proving non-immigrant intent to qualify for non-immigrant visas
- B-1 Business visitors coming to the U.S. Temporarily
- B-2 Tourist visitors
- H-1B Professionals
- L-1A Intracompany transferees
- E-2 Treaty Investors

11am – 11:15am Break

11:15am – 1pm

Substantive Overview of Immigrant Visas and Preference Petitions

- First Preference
- Second Preference
- Third Preference

1pm-2pm Lunch break

2pm – 4:30pm

Procedural Overview of Business Immigration

- Visa Bulletin and processing times
- Immigrant and Nonimmigrant visa processing at US Embassies across the globe

- Understanding adjustment vs. change of status in the U.S.
- Preventing your client's unlawful presence in the U.S.

4:30pm – 4:45pm Break

4:45 – 6pm

Legal Ethics

- Rule 4-200 Appropriate Fees for Legal Services in Business Immigration Law
- Dual representation and ethical dilemmas

Day 2: Non-Immigrant Visa Processing and PERM: Research, Preparation, Submission and Decisions

9:00 am – 11:30 am

E-2 Investor visas for international business development

- Overview
- Business planning basics for immigration law
- Drafting job descriptions and obtaining favorable prevailing wages
- Fighting against marginality
- Changes of status dos and don'ts and consulate bias pitfalls
- I-129 and Supplement E form preparation and submission
- Request for Evidence and denials

11:30 am-11:45 am Break

11:45 am -1:00 pm

L-1A Intracompany transfer visas

- Overview
- Proving parent/subsidiary relationships between the foreign and U.S. companies
- Executives, managers and skilled workers
- New start up enterprises in the United States
- Drafting job descriptions & organizational charts to preserve long-term visa options for your clients
- I-129 and Supplement L form preparation and submission
- Request for Evidence and denials

1:00 pm – 2:00 pm Break

2:00 pm – 3:30pm

H-1B Professional worker visas

- Overview
- Shrinking visa availability and numerical caps

- Degree equivalency to prove your client's work experience equals a bachelors degree
- Drafting job descriptions and obtaining favorable prevailing wages
- How to manage changes of employment and employee terminations
- Dual representation and ethical dilemmas

1pm – 2pm Lunch Break

2pm – 4:30pm

Labor Certification with U.S. Department of Labor

- Overview of PERM Programs
- Calendaring of Events and Deadlines
- Prevailing wage requests
- Job Postings
- Advertising the position
- Conducting recruitment
- Public Access File
- Preparing and filing the ETA 9089 form
- Approvals, audits, decisions, appeals to Board of Alien Labor Certification

4:30pm – 4:45pm Break

4:45pm – 6pm

- Diversity, Discrimination and Equal Access to Justice

Day 3: Immigrant Visa Processing: Research, Preparation, Submission and Decisions

9am – 11am

First Preference Category

- International Executive and Manager
- Similarities and Differences with L-1A
- Company letter
- Form I-140
- Family Members – Derivatives and Following to Join
- Request for Evidence and denials

11am – 11:15am Break

11:15am - 1pm

Second Preference Category

- Overview
- Labor Certifications

- National Interest Waivers
- Form I-140

1pm – 2pm Lunch Break

2pm – 4:15pm

Third Preference Category

- Overview
- Labor Certifications
- Form I-140

4:15pm – 4:30pm Break

4:30pm – 6pm

- Questions and Answers
- Review coaching package, co-counsel agreements, next steps

Please contact us with questions or to register at
303-838-2879
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