

PREFACE

Welcome to the latest edition of AILA's *Guide to Immigration Law for Paralegals*. The *Guide* provides an overview of basic immigration law and procedure and is intended to serve as a daily reference tool to help immigration paralegals provide more effective assistance to their supervising attorneys. The articles herein discuss the paralegal's role with regard to key legal and factual issues, case initiation and management, preparation of forms and supporting documentation, and ethics and the unauthorized practice of law, among other topics.

Caveat: To avoid engaging in the unauthorized practice of law, this *Guide* should be used only by a paralegal who is working under the supervision of an attorney.

The authors who graciously contributed to this project have provided step-by-step instructions, together with sample forms and supporting materials that guide the paralegal in helping to prepare the various types of applications and petitions encountered in a general immigration law practice. In addition, the Overview section includes a discussion of key definitions and concepts and an introduction to the various agencies that affect immigration law.

Topics covered by the *Guide* include:

- Nonimmigrant visas for employment, education, investment, training, and pleasure;
- Employment-based immigrant visas;
- Family-based immigrant visas;
- Fiancé(e) visas;
- Asylum;
- Removal;
- Citizenship and naturalization;
- U and T visas for victims of certain crimes of violence and trafficking; and more!

Caveat: Always check the agency website to ensure that you are using the most up-to-date edition of the forms discussed in this *Guide*, and to confirm current filing fees and filing location.

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John M. Area IV
Rizwan Hassan
Managing Editors
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