



# Immigration Case Management Checklist Template

## Case Initiation & Intake

Initial steps for establishing the immigration case.

**Client Name**

Write something...

**Case Number (assigned)**

Write something...

**Date of Initial Contact**

Enter date...

**Summary of Initial Client Concerns/Needs**

Write something...

### Intake Source (Referral, Walk-in, Online)

- ☐ Referral
- ☐ Walk-in
- ☐ Online

### Initial Consultation Fee (if applicable)

Enter a number...

### Client Signature Acknowledging Intake

## Eligibility Assessment

Determining if the applicant meets the requirements for the desired immigration benefit.

### Immigration Benefit Category

- ☐ Family-Based
- ☐ Employment-Based
- ☐ Asylum/Refugee
- ☐ Other

### Age of Applicant

Enter a number...

### Date of Birth

Enter date...

### Prior Immigration History

Write something...

### Country of Citizenship

☐ Select Country


### Potential Eligibility Factors

- ☐ Clean Criminal Record
- ☐ Financial Stability
- ☐ Education/Skills
- ☐ Family Connections
- ☐ Employment Offer

## Document Gathering

Collecting all necessary supporting documents.

### Birth Certificate

 Upload File

### Passport (Current & Previous)

 Upload File

### Marriage Certificate (if applicable)

 Upload File


### Divorce Decree (if applicable)

 Upload File

### Employment Records (Pay Stubs, Tax Returns)

 Upload File

### Educational Records (Diplomas, Transcripts)

 Upload File

### Date of Document Issuance (for key records)

Enter date...

## Petition/Application Preparation

Completing and reviewing the official forms.

### **Applicant Background Information (Summary)**

Write something...

### **Immigration Benefit Category**

- ☐ Family-Based
- ☐ Employment-Based
- ☐ Asylum
- ☐ Other

### **Date of Form Submission**

Enter date...

### **Copy of Form I-130/I-485 (or equivalent)**

 Upload File

### **Receipt Number (USCIS)**

Enter a number...

### **Primary Contact Phone Number**

Write something...

### Form Version

- ☐ Latest Version
- ☐ Previous Version

## Filing & Tracking

Submitting the application and monitoring its progress.

### Filing Date

Enter date...

### Receipt Number

Write something...

### USCIS Processing Time (Estimated Days)

Enter a number...

### Filing Method

- ☐ Online
- ☐ Mail

### Expected Decision Date (Based on USCIS Processing Times)

Enter date...

### Notes on Filing and Tracking (e.g., Tracking link, communication logs)

Write something...

### Confirmation Receipt (e.g., Screenshot)

 Upload File

## Response to USCIS Requests

Addressing inquiries and providing additional information as required.

### Type of Request Received

- ☐ Request for Evidence (RFE)
- ☐ Information Request
- ☐ Site Visit Notification
- ☐ Background Check Request

### Date of Request Received

Enter date...

### Summary of Request Content

Write something...

## Supporting Documents for Response

 Upload File

## Explanation of Response

Write something...

## Response Status

- ☐ Draft
- ☐ Submitted
- ☐ Sent for Review

## Date of Response Submission

Enter date...

# Interview Preparation (if applicable)

Preparing the client for any required interviews.

## Summary of Case Facts

Write something...




### Potential Interview Questions

- ☐ Background and Purpose of Visit
- ☐ Relationship to Sponsor/Family
- ☐ Employment History
- ☐ Financial Situation
- ☐ Travel History

### Client Responses to Potential Questions

Write something...

### Supporting Documentation Review

 Upload File

### Interview Date & Time Confirmation

Enter date...

## Decision & Next Steps

Reviewing the decision and planning subsequent actions.

### Decision Type

- ☐ Approved
- ☐ Denied
- ☐ Withdrawn
- ☐ Request for Evidence (RFE)

### Decision Summary

Write something...

### Decision Date

Enter date...

### Appeal Option

- ☐ Appeal Available
- ☐ No Appeal Available

### Appeal Instructions (if applicable)

Write something...

### Appeal Filing Fee (if applicable)

Enter a number...

## Case Closure

Finalizing the case and archiving relevant documents.

### Case Closure Date

Enter date...

### Summary of Case Outcomes & Resolution

Write something...

### Final Status

- ☐ Approved
- ☐ Denied
- ☐ Withdrawn
- ☐ Voluntary Dismissal


### Total Case Costs (USD)

Enter a number...

### Notes on Client Communication Regarding Closure

Write something...

### Final Documentation Upload (e.g., approval notice)

 Upload File

## Compliance & Updates

Ensuring adherence to regulations and informing client of changes.

### Last Regulatory Update Review Date

Enter date...

### Summary of Recent Regulatory Changes

Write something...

### Current Immigration Policy Focus (e.g., Family-based, Employment-based)

- ☐ Family-based
- ☐ Employment-based
- ☐ Asylum/Refugee
- ☐ Other

### Number of Policy Updates Reviewed This Period

Enter a number...

### Next Review Date for Immigration Policies

Write something...

### Areas of Policy Impacting Cases (select all that apply)

- ☐ Visa Processing Times
- ☐ Eligibility Requirements
- ☐ Document Requirements
- ☐ Interview Procedures
- ☐ Appeals Process

