Sample Technical Review Checklist

Technical Review

Client Name:_____Staff Name: _____
Type of Application: _____

Date for Review: _____ Reviewed By: _____

Step 1: Review the client's eligibility for the immigration benefit.

Corrections Needed: _____
_____
_____
_____
_____
_____
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_____
_____

Step 2: If eligibility is not an issue, review the quality, accuracy and completeness of the immigration application.

Corrections Needed: _____
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_____

Date for 2nd Review: _____Reviewed By: _____

Corrections Needed: _____
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_____
_____
_____
_____
_____

Date of Approval: _____Reviewed By: _____