



INITIAL REQUEST FOR PARTIAL 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 the Department of Justice Recognition and Accreditation Program (DOJ R & A Program) 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.

ELIGIBILITY REQUIREMENTS FOR 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;
- 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
- IV. A list of all relevant, formal, immigration-related trainings
- V. A certificate of training from the training organization or similarly verifiable record for each training attended, including documentation of a course completed on the fundamentals of immigration law, procedure, and practice
- VI. 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 check the [DOJ/EOIR website](#) for form versions, instructions, recent case law regarding DOJ recognition and accreditation, and other important information to confirm that the information in this guide is still current. 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](#).

I. Cover Letter

Best Practice Tips!

- If the application(s) for accreditation are included with an organization's application for recognition, include the information requesting recognition and accreditation and the list of enclosures in one cover letter.
- For a stand-alone application for partial accreditation, include a separate cover letter.
- The cover letter should be clear and concise, have the correct information for the DOJ R & A Program, 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 the form EOIR-31A. The DOJ R & A Program will return any applications submitted using prior versions of the forms.

☐ The applicant is using the October 2022 version of form EOIR-31A (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](#).
- 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](#).

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. The DOJ R & A Program 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 parts IV and V of this checklist for best practice tips).*
 - ☐ 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).*

C. Representative's Background

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

Note -The DOJ R & A Program 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 the DOJ R & A Program, even if it was expunged, they will still find it and still want to know about it. They are typically not concerned with basic traffic citations, like speeding, unless drugs or alcohol were involved. They will also 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?*
 - The DOJ R & A Program 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 the DOJ R & A Program 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, the DOJ R & A Program 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. The DOJ R & A Program 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 disbarring, 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 directions.

Part 4. Declaration of Representative

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

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.

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.
- 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.

Best Practice Tips!

- Follow the current [CLINIC resume sample](#) 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 in the organizational chart, if there is a concurrent application for recognition.
- List the applicant's position with the organization applying for their accreditation first.
- Include detailed, hands-on experience under the supervision of an authorized immigration practitioner (Attorney or DOJ Accredited Representative) in the job description.
- Include 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.

- Provide a list of immigration applications you have assisted and/or 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.

IV. A list of all relevant, formal, immigration-related training

Best Practice Tips!

- Follow the Current [CLINIC sample list of training template](#) for documenting trainings.
- Generally, the DOJ R & A Program 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 on immigration law, procedure, and practice that over three years ago, 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.
- The DOJ R & A Program has stated that the fundamentals course alone is not sufficient training for accreditation. 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. If additional trainings are needed there are many free ones available at [CLINIC Training Archive](#), and [Immigration Advocates Network \(IAN\) 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 the DOJ R & A Program has stated that they are not sufficient on their own for accreditation.
- 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 trainings in reverse chronological order.
- Consider listing the COIL or other fundamentals course listed first or bold/highlight it for ease of review by the DOJ R & A Program. 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, including documentation of a course completed on the fundamentals of immigration law, procedure, and practice

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 is listed on the resume.
- The DOJ R & A Program's FAQ asks that copies of PowerPoint handouts and other similar materials NOT be included in the application, but that for **the fundamentals course, 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.
- 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. 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.
- While the regulations do not require it, the DOJ R & A Program has expressed a preference that the authors of the letters be familiar with immigration law and procedure. Therefore, it is helpful if *both* letters are from a mentor who is an attorney or DOJ 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 accreditation (training and hands-on experience obtained).
- Check that the recommendation letters are sufficiently personalized and detailed. The DOJ R & A Program 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 forms/processes and describe the candidate's qualities that would make them a good, accredited representative. The letters should also mention the applicant's training on immigration law, especially the fundamentals training, and refer to the resume for more details.
- Include an "re" line at the top that says, "Recommendation for Partial 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 order outlined in EOIR 31A.
- Clearly title/label documents and make sure they match how titles are listed in the cover letter.
- The DOJ R & A Program and USCIS prefer applications to be submitted via email. You can email your application to the DOJ R & A Program at R-A-Info@usdoj.gov and copy your USCIS District Director on the email to the DOJ R & A Program for ease of submission. To locate the USCIS District Director with jurisdiction over your office location(s), you can visit the [USCIS website](#).

WAITING FOR ADJUDICATION BEST PRACTICE TIPS!

- Make sure that both the authorized officer and the individual applying for accreditation are checking their email (including spam and junk folders) for communication from the R & A Program.
 - The fraud unit may reach out to the applicant for a personal email to ask questions about the applicant's character and fitness. This is done to protect the privacy of the applicant. Applicants are encouraged to verify the legitimacy of the email by reaching out to the R & A program at R-A-Info@usdoj.gov.
- Respond to requests for additional information in a timely manner. If you need more time, ask for it rather than missing a deadline.
- Continue to obtain knowledge and experience through training, shadowing and working under the supervision of mentor(s).

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

SAMPLE COVER LETTER FOR PARTIAL ACCREDITATION REQUEST
[if not submitted with an application for Recognition]

[Date]

Recognition and Accreditation Program Coordinator
Department of Justice Recognition and Accreditation Program
Executive Office for Immigration Review 5107 Leesburg Pike, Suite 2400
Falls Church, VA 22041

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

Dear Recognition and Accreditation Program Coordinator:

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

Enclosed, please find a completed Form EOIR-31A along with supporting documentation.

Thank you very much for your fair and rapid consideration of [organization's] request for partial 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 representative's qualifications, including education and immigration law experience
- A list of all relevant, formal, immigration-related trainings
- A certificate of training from the training organization or similarly verifiable record for each training attended, including documentation of a course completed on the fundamentals of immigration law, procedure, and practice
- Letter of recommendation from [name and affiliation of recommender one] and
- Letter of recommendation from [name and affiliation of recommender two]

Click [here](#) to go back to part III of the checklist

SAMPLE RESUME FOR PARTIAL ACCREDITATION

Susan S. Sanchez
Any Church
1234 Main Street, Any Town, State 98765
555-222-1278

immigration@anychurch.org

[Tip! Use the individual's work address and contact information rather than his/her personal contact information. You may also put the resume on organization letterhead.]

RELEVANT EXPERIENCE

[Tip! In addition to experience in immigration legal services, include experience that involves immigrants, working with other cultures, and legal experience gain in other areas of law or abroad. Be sure to include any shadowing or hands-on experience gained with other organizations.]

Any Church

Multicultural Ministries Volunteer

September 2021-Present

- Volunteered in a number of outreach activities geared toward serving immigrants in the Any Town area.
- Led setup of Immigration Ministry including obtaining training and hands on experience, fundraising and logistics management.

World Relief DuPage/Aurora

Internship

Wheaton, IL

October 2022

- Received training in immigration law and program management
- Under the supervision of DOJ accredited representatives, observed and assisted in conducting client intakes; filling out forms; document review and compilation; case management and follow-up.

Advocacy Organization for Immigration Reform

Volunteer

Suburb, ST

April-June 2021

- Organized a Forum on Immigration Reform that discussed a summary of the U.S. Senate Proposed legislation.
- Raised money for the event which consisted of making calls, sending emails, and visiting potential financial contributors.
- We invited the media, community members, organizers, lawyers, professors as well as Council members.

Immigration Benefit Applications Assisted and Familiar with:

[Make sure to list both the form number and name.]

AR-11 Change of Address

G-28 Notice of Entry of Appearance as Attorney or Accredited Representative

G-639 Freedom of Information/Privacy Act Request

I-90 Application to Replace Permanent Resident Card

I-130 Petition for Alien Relative

I-131 Application for Travel Document
I-485 Application to Register Permanent Residence or to Adjust Status [Asylum and Family-Based Applications]
I-539 Application to Extend/Change Nonimmigrant Status
I-589 Application for Asylum and for Withholding of Removal
I-751 Petition to Remove the Condition on Residence
I-765 Application for Employment Authorization
I-765WS (Complement with Employment Authorization for DACA)
I-821D Consideration of Deferred Action for Childhood Arrivals
I-912 Request for Fee Waiver
I-918 Petition for U Nonimmigrant Status
I-918 Supplement A, Petition for Qualifying Family Member of U-1 Recipient
I-918 Supplement B, U Nonimmigrant Status Certification
N-400 Application for Naturalization
N-565 Application for Replacement of Naturalization/Citizenship Document
N-600 Application for Certificate of Citizenship

EDUCATION

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

May 2016

SPECIAL SKILLS

Language: Fluent in Spanish and English

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

SAMPLE LIST OF TRAININGS FOR PARTIAL ACCREDITATION

IMMIGRATION RELATED TRAININGS

[For initial applications for accreditation, make sure you have at least one recent course that provides a comprehensive overview of immigration law.]

Tip! The DOJ R & A Program has stated that the fundamentals course alone is not sufficient training for accreditation. 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. For each training, add a couple of sentences describing what was taught if it is not clear from the title (examples are the fundamentals course and longer training series and conferences.)

****Comprehensive Overview of Immigration Law: A Course for New Practitioners (a course on the fundamentals of immigration law, procedure, and practice.)*

By: Catholic Legal Immigration Network, Inc.

8-week, Intensive E-learning Course

June xx, 2024 – August xx, 2024

(24 hours of webinar instruction and 30 hours of course directed curriculum of study)

One or two sentences describing what the training covered.

Other related trainings:

Overview of Temporary Protected Status

By: Organization name(s)

Webinar (1.5 hours)

May xx, 2025

Introduction to Family Based Immigration

March xx, 2025 – April xx, 2025

List series titles, dates and times

Immigration Program Management Techniques and Strategies

By: Catholic Legal Immigration Network, Inc.

Webinar (1.5 hours)

November xx, 2024

Getting In-and-Out While You Wait: Travel for U Conditional Grantees

By: Catholic Legal Immigration Network, Inc. and ASISTA

Webinar (1.5 hours)

October x, 2024

Special Immigrant Juvenile Status

By: U.S. Committee for Refugees and Immigrants

Webinar (1.5 hours)

June 2, 2024

Affidavit of Support

By: World Relief

Webinar (1.5 hours) May xx, 2024
One or two sentences describing what the training covered.

Immigrations Consequences of Criminal Convictions
By: Esperanza Immigrant Rights Project
Los Angeles, CA (in-person training, 6 hours) October xx, 2023

Naturalization Application Training Workshop/Clinic Volunteers
By: Asian Americans Advancing Justice
Los Angeles, CA (in-person training, 2 hours) May xx, 2023

CLINIC Convening May 24-xx, 2023
List sessions attended

SPECIAL SKILLS
Language: Fluent in Spanish and English

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].

Immigration Trainings Attended by name of applicant				
Date	Training Title	Type of Training	Hours	Training Provided By

Applicant Name (print), Signature, and Date:

Supervisor Name (print), Signature, and Date:

**SAMPLE LETTER OF RECOMMENDATION FOR PARTIALACCREDITATION
(Ideally from attorney or accredited representative)**

The information underlined does not necessarily need to be included but can be helpful to assist in the DOJ R & A Program's Character and Fitness Determination. All 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 Partial Accreditation of Susan Sanchez 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 partial accreditation of Susan Sanchez. I am a licensed immigration attorney with 10 years of experience practicing immigration law at Adelante, a non-profit agency in Wheaton, IL. I am admitted to the Bar in Illinois. 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]

I have known Ms. Sanchez since [date], when she came to work for Any Church. Since that time, she has worked as an Immigration Advocate for that office. We have attended many meetings and immigration trainings together. I am familiar with her work as she has provided interpretation services for a number of my clients and has helped coordinate citizenship workshops with various non-profits in the area.

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

She has attended numerous trainings on immigration law and has gained extensive experience assisting immigrants and refugees with immigration applications [add specific examples such as the applicant's work on x y z case types, her ability to interview or build rapport clients, etc]. I personally worked alongside Ms. Sanchez on various cases and can attest to her ability to offer immigration legal services. She is an excellent immigration worker and is well-respected in the community. I strongly believe she has the necessary knowledge and experience to warrant receiving partial accreditation from the Department of Justice.

I am available to support the Any Church office and Ms. Sanchez with immigration questions and strategy. I am available in person, by phone, or by email on a pro bono basis.

I strongly recommend Ms. Sanchez for partial accreditation from the Department of Justice.

Please contact me at **[contact information]** if you have any questions. Sincerely,

NAME, Esq.