

# Immigration Case Intake Checklist

Creating a comprehensive Immigration Case Intake Checklist ensures that all necessary information and documents are gathered efficiently and accurately at the beginning of the case. Here is a detailed checklist to help you manage your immigration cases effectively:



## 1. Client Information

- Full Name
- Date of birth & Place of birth
- Gender
- Nationality/Citizenship
- Address & contact information (phone, email)
- Passport information (number, issuing country, expiration date)

## 2. Immigration History

- Current Immigration Status (immigrant, non-immigrant, undocumented, etc)
- Visa type and number
- Previous visa applications (approvals, denials)
- Dates of entry to the country
- Previous work permits or Employment Authorization Documents (EADs)
- Previous deportations or removals (if any)
- Travel history (Past 5-10 years, including entry and exit from the USA)

## 3. Family Information

- Spouse (name, date of birth, immigration status)
- Children (name/s, date/s of birth, immigration status)
- Parents (names, dates of birth, immigration status)
- Siblings (name/s, date/s of birth, immigration status)

## 4. Documentation

- |  |   |
|--|---|
| <input type="checkbox"/> Passport (copy of bio page)                               | <input type="checkbox"/> Visa (copy of visa stamp)                          |
| <input type="checkbox"/> I-94 Form (arrival/departure record)                      | <input type="checkbox"/> Previous immigration applications and notices      |
| <input type="checkbox"/> Birth certificate   | <input type="checkbox"/> Marriage certificate (If applicable)               |
| <input type="checkbox"/> Divorce decree (If applicable)                            | <input type="checkbox"/> Employment offer letters and contracts             |
| <input type="checkbox"/> Educational transcripts and diplomas                      | <input type="checkbox"/> Tax returns (last 3-5 years)                       |
| <input type="checkbox"/> Proof of financial stability (bank statements, pay stubs) | <input type="checkbox"/> Proof of address (utility bills, lease agreements) |

## 5. Employment Information

- Current employer name and address
- Job title and description
- Employment start date
- Salary and benefits
- Previous employers (last 5-10 years) if applicable
- Educational background (degrees, certificates, institutions)

## 6. Legal Information

- Criminal history (arrests, charges, convictions)
- Previous legal issues (lawsuits, civil cases)
- Pending legal matters

## 7. Health Information

- Medical examination reports (if required)
- Vaccination records
- Health insurance information

## 8. Special Considerations

- Asylum or refugee status information
- Special skills or qualifications
- Membership in professional organizations
- Any other relevant information

## 9. Attorney-Client Agreement

- Signed agreement
- Fee structure and payment plan
- Ability to pay the legal fees

## 10. Additional Notes

- Case-specific notes
- Client preferences
- Any other information the client needs/has

## Tips for Using the Checklist

- ▶ Review the checklist during the initial consultation to ensure all necessary information is gathered.
- ▶ Request clients to provide copies of all relevant documents listed in the checklist.
- ▶ Keep the checklist updated with any new information or changes in the client's status or circumstances.
- ▶ Store all collected information and documents securely to maintain client confidentiality.



This checklist is designed to streamline the intake process, minimize errors, and ensure that all necessary information is collected at the outset of the case. This helps in building a strong case and improves the chances of a successful immigration application.



## Streamline Your Immigration Case Management with Imagility

Managing immigration cases can be complicated, but Imagility makes it easy. With Imagility, all your case data get auto populated from profile information, saving you time. Our OCR technology pulls data from documents and auto-fills fields, so you don't have to manually fill information. You get automated document management, real-time case tracking, secure data storage, and more. Imagility is your all-in-one tool for efficient and accurate immigration case management.



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