



DRM HUMAN RIGHTS DEFENSE, INC.

IMMIGRATION PARALEGAL ACADEMY

Academia de Paralegales en Inmigración

Asynchronous • Self-paced • Bilingual | Asincrónico • A su propio ritmo •

Always Present and Everywhere – Siempre Presentes y en todas Partes

Purpose of the Academy

PROPÓSITO DE LA ACADEMIA

Core Mission / Misión Principal

The Academy prepares students to support immigration legal work responsibly, ethically, and accurately.

La Academia prepara a los estudiantes para apoyar el trabajo migratorio de forma responsable, ética y precisa.

- ✓ Assist legal offices with applications and petitions.
- ✓ Prepare drafts, checklists, evidence indexes, and cover letters.
- ✓ Work only under authorized attorney supervision.
- ✓ Serve immigrant communities with accuracy and compassion.



Outcome: Office-ready support skills with clear legal limits. / *Destrezas prácticas de apoyo con límites legales claros.*



Learning Model & Structure

MODELO DE APRENDIZAJE Y ESTRUCTURA



Anytime Access / Acceso Flexible

Online lessons are available 24/7 so students can study whenever their schedule allows without missing work or personal commitments.



Self-Paced / A Su Ritmo

Students move smoothly through modules, quizzes, and assignments at their own pace without fixed class hours.



Practical Tools / Herramientas Prácticas

Access ready-to-use downloadable templates, sample forms, checklists, and simulated packets to build real office readiness.



Suggested Length / Duración Sugerida

12–16 weeks with flexible completion based on the student's personal schedule and speed.



Recommended Course Format / Formato Recomendado

Short videos, core readings, downloadable templates, practical exercises, quizzes, and capstone packet.

100% ONLINE

Important Legal Limits

LÍMITES LEGALES IMPORTANTES

 **This program does not authorize anyone to practice law in the United States.**
Este programa no autoriza a nadie a ejercer la abogacía en los Estados Unidos.

✔ **Students May Learn To:**

- ✔ Gather facts and legal supporting documents.
- ✔ Prepare draft forms for supervisory review.
- ✔ Organize evidence and complete case packets.
- ✔ Provide approved procedural information to clients.

✖ **Students Must NOT:**

- ✖ Give independent legal advice.
- ✖ Represent clients independently before court or USCIS.
- ✖ Select legal strategies or specific legal benefits.
- ✖ File any case without authorized attorney review.

Educational information only. Work must be supervised by an attorney or a DOJ-accredited representative when legally permitted.

Who This Program Serves

A QUIÉN SIRVE ESTE PROGRAMA

Ideal Candidate Profiles / Estudiantes Ideales

-  Future immigration legal assistants and paralegals.
-  Bilingual professionals serving immigrant communities.
-  Nonprofit staff, advocates, and volunteers.
-  Legal assistants needing immigration-focused training.
-  Community leaders needing better intake & referral skills.

 **No prior law degree is required.** The program is specifically designed for supervised support work, not independent representation.

No se requiere título de abogado. Está diseñado para apoyo supervisado, no para representación independiente.



Readiness Framework

MARCO DE PREPARACIÓN PROFESIONAL



1. Legal Foundations

U.S. legal system, immigration agencies, legal sources, and basic research techniques.



2. Ethics and UPL

Confidentiality, conflicts, unauthorized practice of law limits, and escalation rules.



3. Case Preparation

Client intake, forms, evidence, certified translations, and complete filing packets.



4. Immigration Categories

Family, humanitarian, employment basics, citizenship, EOIR court, and appeals support.



5. Office Systems

Deadlines, file naming, status tracking, client communication, and quality control.



6. Capstone Practice

Building a complete simulated case packet ready for professional supervisory review.

A complete program combines general paralegal skills with immigration-specific practice skills. | *Habilidades paralegales generales con destrezas específicas de inmigración.*

Curriculum Map: Modules 1–9

PLAN DE ESTUDIOS: MÓDULOS 1–9 (FOUNDATION + CASE PREPARATION)

Module	Topic (English)	Tema (Español)
M M 01	Paralegal Role & Ethics	Rol del paralegal y ética profesional
M M 02	U.S. Immigration System	Sistema de inmigración de EE. UU.
M M 03	Sources of Immigration Law	Fuentes del derecho de inmigración
M M 04	Client Intake & Screening	Entrevista inicial y evaluación de casos
M M 05	Forms, Fees & Filing Rules	Formularios, tarifas y reglas de presentación
M M 06	Documents & Evidence	Documentos y organización de evidencia
M M 07	Family-Based Immigration	Inmigración basada en la familia
M M 08	Adjustment, Consular Process & NVC	Ajuste de estatus, proceso consular y NVC
M M 09	Naturalization & Citizenship	Naturalización y ciudadanía estadounidense

Curriculum Map: Modules 10–18

PLAN DE ESTUDIOS: MÓDULOS 10–18 (SPECIALIZED TOPICS + CAPSTONE)

Module	Topic (English)	Tema (Español)
M M10	Employment-Based Immigration	Inmigración basada en el empleo
M M11	Humanitarian Relief	Beneficios y protección humanitaria
M M12	Asylum & Withholding Basics	Fundamentos de asilo y retención
M M13	U Visas, T Visas & VAWA	Visas U, Visas T y protección VAWA
M M14	Waivers & Inadmissibility	Perdones e causales de inadmisibilidad
M M15	Removal Proceedings & EOIR	Procesos de deportación y tribunal EOIR
M M16	Appeals, Motions & Relief	Apelaciones, mociones y recursos
M M17	Legal Office Management	Manejo y gestión de oficina legal
M M18	Capstone Case Packet	Proyecto Final: Paquete Completo

Forms & Practical Skills

FORMULARIOS, PAQUETES Y DESTREZAS PRÁCTICAS



Common Form Support

Mastering key USCIS and DOS petitions under guidance:

I-130, I-485, I-751, I-765, I-131, I-864, DS-260/NVC, N-400, I-589, I-918, I-914, I-360, I-912 & I-290B basics.



Packet Preparation

Building organized, audit-ready submissions:

- > Client intake and factual
- > summaries. Document checklists
- > & evidence tabs. Certified
- > translations & cover letters.

Master indexes & filing labels.



Quality Control

Rigorous error prevention standards:

- > Edition dates & correct filing fees.
- > Lockbox addresses & signature
- > checks. Identifying red flags &
- > escalation issues. Mandatory supervisory review.

Academic Leadership

LIDERAZGO ACADÉMICO / EQUIPO INSTRUCTOR



Dr. Daniel R. Manrique

Ph.D., J.D., LL.M., DBA

★ Founder, CEO & Lead Instructor, DRM Human Rights Defense, Inc.



U.S. Army Officer(Ret.) & Purple Heart recipient.



Kentucky Colonel.



27+ years of leadership, education, and training



experience.

10+ years in legal and immigration-support work.



Sorela E. Bettin

M.Ed.

Academic Coordinator & Distance-Learning Support
Coordinadora académica y apoyo de educación a distancia

Instructional Focus: Ethics, procedural accuracy, compassion, and complete readiness for supervised legal-office work.

Evaluation & Certificate

EVALUACIÓN Y CERTIFICADO DE FINALIZACIÓN

Evaluation Requirements

- ✓ **Module Quizzes:** Short checks for comprehension.
- ✓ **Practice Forms:** Draft forms prepared from verified facts.
- ✓ **Evidence Indexes:** Organized records and attachments.
- ✓ **Ethics Scenarios:** UPL limits, confidentiality, escalation.
- ✓ **Capstone Packet:** Complete simulated case file.

🏆 Official Award: Immigration Paralegal Support Training



DRM HUMAN RIGHTS DEFENSE, INC.

IMMIGRATION PARALEGAL ACADEMY

CERTIFICATE OF COMPLETION

Certificado de Finalización

This is to certify that

Student Name

has successfully completed the comprehensive curriculum in

IMMIGRATION PARALEGAL SUPPORT TRAINING

Academia de Paralegales en Inmigración • Asynchronous • Self-paced • Bilingual

"Everywhere and Always Present" • "En todas partes, siempre presente"

Dr. Daniel R. Manrique

Dr. Daniel R. Manrique, Ph.D., J.D.
Founder & CEO



Sorela E. Bettin

Sorela E. Bettin, M.Ed.
Academic Coordinator



Take the First Step

Da el primer paso hacia un servicio significativo de apoyo migratorio.

ORGANIZATION

DRM Human Rights Defense, Inc.

501(c)(3) Public Charity • Florida EIN:
84-2941372

EMAIL CONTACT

HRDefense@protonmail.com

Direct Academic Inquiries

OFFICIAL WEBSITE

DRMHumanRightsDefense.org

Enrollment & Info Portal

Source Alignment: USCIS forms and filing guidance; DOJ EOIR Recognition & Accreditation Program; NALA and NFPA paralegal competency areas.

No legal advice. Educational information only. / Sin asesoría legal. Información educativa únicamente.

Image Sources



<https://static.vecteezy.com/system/resources/thumbnails/070/116/726/large/legal-education-2d-animation-studying-justice-law-books-learning-university-student-lawyer-reading-on-balance-scale-animated-character-cartoon-flat-concept-metaphor-4k-isolated-on-white-video.jpg>

Source: www.vecteezy.com



<https://www.ed2go.com/common/images/1/17502/teaching-adults.webp>

Source: www.ed2go.com