

**Before your appointment:**

You will receive an email from the Affirmative Immigration Services Program team with details about the appointment, an intake form in certain cases for you to complete before the meeting, and a zoom meeting invitation.

**Prepare to be asked details about:**

- All your entries and exits from the United States
- Details of your immigration history, and your immediate family's immigration history
- Any encounters you have had with any law enforcement, ever, anywhere
- Address and work history for the last five years

During your first appointment, you should have the following **documents** available, if applicable:

**Documents pertaining to:**

- Any past contact with immigration enforcement or immigration court proceedings
- Any prior immigration applications filed by you or on your behalf
- Any criminal proceedings in which you were the defendant, even if case was dismissed
- In certain cases, you may be required to submit an FBI and California Department of Justice criminal history report
- In cases where you were the victim of a crime, the police report, court documents, and medical records

You will meet with either a licensed attorney or Department of Justice accredited representative. Our experienced legal team works closely together to analyze your case.

**During your first appointment:**

- We will complete a thorough intake to gather as much detail as possible about your case
- Be sure to schedule plenty of time, the meeting takes up to 90 minutes.
- Make sure you have a private space to talk since some of the topics are personal and sensitive.
- We will review the following:
  - Confidentiality
  - Explanation of Affirmative Immigration Services Program
  - The appointment and intake process
  - Your rights as individual seeking immigration benefits
  - Follow up information or documents you need to collect and submit

**After your first appointment:**

- Once all your documents and information are received, we review your case with our legal team and expert immigration attorneys. Legal review can take up to two weeks.
- After review with our legal team, we will follow up with you by phone or email to explain whether you are eligible for any immigration benefits and if we are able to help you with your case.
- If after legal review, we conclude that you are NOT eligible for an immigration benefit at this time, we will contact you by phone or email to explain why and what you can do to better prepare for future.

Your first appointment with the Affirmative Immigration Services Program is meant to be a consultation and thorough intake to assess your case. The program's goals are to answer any of your immigration legal questions, help you understand your immigration situation, and assist you in learning whether you are eligible to apply for any immigration applications. We want to empower immigrants to be able to make informed choices about their immigration status and options.