

Immigration Case Manager

Learn how to assist immigration consultants and lawyers with documents, file management, and client communications. Start your career as an Immigration Case Manager in just 9 months.

An Immigration Case Manager assists lawyers and licensed consultants who help people immigrate to Canada. They help interview clients, prepare immigration documents and forms, and keep clients updated on the progress of their application.

Herzing's Immigration Case Manager program provides comprehensive training in immigration procedures and legal office administration.



🕒 Program Length: **9 Months (20 hours/week)**
Includes **5 week internship**

📖 Program Delivery:
On-Campus

▸ CAREER OUTLOOK

Over the last several years, Canada has attracted record numbers of immigrants. The federal government plans to continue this trend well into the future. Immigration lawyers and consultants need trained Immigration Case Managers to serve a rapidly growing number of clients.

▸ PROSPECTIVE JOB OPPORTUNITIES

Immigration law firms, Immigration consulting businesses, Not-for-profit organizations, Settlement agencies, Companies with in-house immigration counsel

Employment Statistics

90%

Percentage of Overall 2022 Available Graduates
Employed in a Related Field

Immigration Case Manager

▮ ADMISSION REQUIREMENTS

- Minimum of a Canadian high school grade 12 or equivalent (Ontario high school diploma or equivalent) or a mature student (19 years of age or older and has been removed from full-time high school for minimum 2 years). Students applying as mature students must demonstrate appropriate levels of math, English literacy, comprehension and/or written skills to warrant success and completion of program
- Pass an entrance test administered by Herzing College
- Be interviewed in detail regarding interest in the field.

▮ COURSE LIST

The Immigration Case Manager program prepares students to assist immigration lawyers and consultants..

- System and Computer Fundamentals
- Office Applications for Immigration Professionals
- Spreadsheets for Immigration Professionals
- Fundamentals of Immigration Law and History of Immigration
- Administrative Law
- Temporary Status
- Economic Class
- Family Sponsorship Applications and H&C Considerations
- Refugees and Protected Persons
- Inadmissibility and Removals
- Immigration and Refugee Board

- Permanent Residence and Canadian Citizenship
- Legal Research
- Ethics I
- Ethics II
- Immigration Forms and Data Entry
- Submission Writing
- Client File Management
- Conflict Resolution / Client Management
- Legal Office Procedures
- Career Development
- Internship