



CHURCH WORLD SERVICE

**Request for access to Immigration Law Course Materials from
Church World Service, Inc.**

Please provide the following information:

Name of person requesting course materials: _____

Position of person requesting course materials: _____

Contact telephone number: _____

Contact email address: _____

Name of Organization: _____

Address of Organization: _____

Description of intended use of training materials: _____

Name and position of person who will manage the course: _____

Please review the following and sign and date below:

On behalf of the above organization, I am requesting access to the Immigration Law course materials offered by Church World Service, Inc. I understand that these materials, which include slide presentations, questions and answers, and hypotheticals are copyrighted by Church World Service, Inc.

I understand that these course materials are being offered only to non-profit organizations and I confirm that the above organization is a non-profit organization, as defined under 501(c)(3) of the Internal Revenue Service Code. I understand that once granted access to these materials, I am not authorized to provide access to these materials or printed copies of these materials to any other organization or party unless they are participating in the course with my organization.

I understand that these materials are being provided with the intention of assisting employees and volunteers of non-profit organizations in familiarizing themselves with immigration law and

Immigration and Refugee Program

Erol Kekic, Director

475 Riverside Drive, Suite 700 - New York, NY 10115 - (212) 870-3300

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procedure. I understand that these materials are not a substitute for legal advice from a competent attorney or legal representative or directly from the Department of Homeland Security or Department of Justice.

I understand that only attorneys and Board of Immigration Appeals accredited representatives or other parties as designated by the Department of Homeland Security or Department of Justice may engage in the practice of immigration law, which includes, but is not limited to, consulting with potential clients, providing legal advice, and representing clients at interviews or hearings before immigration officials.

Each slide presentation contains the following disclaimer, which I understand, agree to, and will review with the participants in this course:

Disclaimer: This information is not intended to provide legal advice or substitute for the advice of a competent attorney. It is only intended to inform you and help you learn more about immigration legal matters. Church World Service has made all efforts to provide up-to-date, complete, and correct information but, due to frequent changes in immigration law and procedure, Church World Service cannot make any claims, promises or guarantees about the accuracy, completeness or adequacy of the information contained herein or on the external website links provided.

I will not hold Church World Service, Inc. liable for any reliance on the information contained in the course materials, which is subject to change.

I will not encourage or engage in the unauthorized practice of law and I will use my best efforts to ensure that the beneficiaries of the information in this course are not engaged in the unauthorized practice of law.

Signature

Date

Upon completion, please send this form to Church World Service, Inc. to the attention of Tara Pinkham via email at tpinkham@churchworldservice.org, via fax to 212-870-3194, or via mail to: Church World Service, Inc., c/o Tara Pinkham, 475 Riverside Drive, Suite 700, New York, NY 10115.

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