

# Immigration Consultant Diploma

## Program Overview

This program is offered to meet the requirements of the Canadian Society of Immigration Consultants (CSIC) for practicing as an Immigration Consultant. The program is designed to train students on the application of the principles of immigration law and policy, immigration classes, temporary status and the rules of professional conduct. The program has eight courses which will allow students to assess, to advise and to represent individuals, groups and entities in the immigration process by strategizing, preparing and presenting oral and written submissions and supporting documents, and advocating on behalf of clients with government bodies.

## Program Format

The Diploma is offered as a full-time or part-time program.

The full-time program extends over 16 weeks and includes 280 hours of instructional time and 40 hours of field work (Total = 320 hours). Classes are held daily, Mondays to Fridays, four hours per day.

The part-time program extends over 24 weeks and includes 280 hours of instructional time and 40 hours of field work (Total = 320 hours). Classes are held two nights a week from 6:00 p.m. to 9:00 p.m. and on Saturdays from 9:00 a.m. to 4:00 p.m.

Students are grouped into cohorts and remain in the same cohort groups throughout the program.

## Program Entrance Requirements

Applicants must be:

1. University graduates; or
2. College graduates (graduates of a two, three or four year program); or
3. Individuals with two years of post-secondary education and one year of related work experience; or
4. Individuals with three years of related work experience.
5. Canadian Citizens or Landed Immigrants.
6. Proficient in English

## Course Descriptions

### IMCD 01- Principles of Immigration Law and Policy

This course provides an introduction to the Canadian Immigration and Refugee Protection Act. Students will explore the history of immigration to Canada, the historical and constitutional views. They will study the constitutional and judicial framework applied to



Canadian immigration policy, the structure, regulations and the policy-making process of Citizenship and Immigration Canada (CIC), the sources of Immigration Law, trade agreements and family classes.

### **IMCD 02- Economic Classes**

This course is designed to train students in the application of the requirements, criteria and procedures to process applications for various economic classes.

### **IMCD 03- Temporary Residents**

During this course students will have the opportunity to explore and analyze the different types of permits, rules, requirements, and applications for temporary resident visas.

### **IMCD 04- Refugee Classes**

This course deals with the process for making a refugee claim. Students will analyze the principles, legal characteristics and requirements established to assist and represent a client as a Convention Refugee or as a Person in Need of Protection. Students will develop aspects and issues concerning removal orders. The course will allow students to analyze the Refugee Protection Division Rules.

### **IMCD 05- Client Representation**

This course provides students with useful information and skills related to practical client services. It develops the concepts and applications of effective communication skills and interpersonal skills as fundamental strengths to interact with clients. Students are trained in assisting applicants applying under any immigration class, determining admissibility; use of different forms; research references and resources using traditional and electronic sources; representing clients at appeals, admissibility hearings, examinations, judicial reviews, refugee hearings, and pre-removal risk assessment applications.

### **IMCD 06-Professional Practice Management**

The course is designed to guide students in the preparation of a business plan, providing information about a business operation, financial aspects of immigration consulting, and human resources management. Students will also develop knowledge about the characteristics of a learning organization, the use of technology and its impact on communications, and the marketing process of the immigration consulting practice.

### **IMCD 07- Professional Conduct and Ethics**

Students will develop the concepts of ethics and the conflicts and process of ethical decision making. They will emphasize the analysis of the rules of professional conduct for immigration consultants providing case studies and examples, according to the Canadian Society of Immigration Consultants (CSIC).

### **IMCD 08- Immigration Consulting Research and Application**

This course will allow students to develop information about the existence of professional organizations and government committees that may influence or may be related to the practice of immigration consulting. Students will also determine the sources of data relevant to practitioners. Students will experience real issues faced by immigration practitioners during field work. This professional practicum allows students to be in contact with a related job environment and assess or value immigration practice.

Students will also present a research project that will be used to evaluate the student's knowledge and skills in designing research, taking into account the steps, procedures, methods and techniques to collect and analyze information. They will meet with instructors to discuss the research project and to submit their papers for discussion and review.

### **How to Apply**

To apply, please contact a student adviser for an application form.

