This handout is designed to provide basic information regarding Georgetown University’s immigration-related services as well as the University's policies regarding the use of immigration attorneys. Please familiarize yourself with the services offered by the University before hiring a lawyer. This handout is for informational purposes only and should not be used as a substitute for professional advice from your International Student/Scholar Advisor (IS Advisor).

**The University’s Immigration-Related Services**
Georgetown offers its faculty, staff, researchers, and students a wide variety of immigration-based services related to employment and study at Georgetown. The following is a list of services provided by the University's IS Advisors:

1. F-1 student advising, including all aspects of practical training and work authorization,
2. J-1 Exchange Visitor advising, including Academic Training and
3. Employment-based immigration applications/petitions for GU faculty, researchers, and staff, including:
   - E-3, H-1B, O-1, P-3 and TN temporary worker petitions
   - Employment-based permanent residency (green card)

The services of Georgetown's advisors are free to the University community; however, in most cases, the international applicant will be responsible for paying any application fees charged by US Citizenship & Immigration Services.

**Policy on Student Use of Immigration Attorneys**
Work authorization applications for F-1 and J-1 students must be processed by a Georgetown University IS Advisor according to federal regulations. Georgetown students may need to hire an immigration attorney in order to file an employment-based petition or application not linked to their F-1 or J-1 student status. Unfortunately, due to legal restrictions regarding the unauthorized practice of law, immigration specialists at Georgetown University are unable to assist in the filing of such petitions unless the employment is with Georgetown University. All students should consult with their IS Advisor prior to seeking outside counsel to avoid unnecessary expenses.

**Policy on the Use of Immigration Attorneys by Faculty, Researchers, and Staff**
Georgetown University does not prohibit the use of immigration attorneys by its employees provided that all immigration petitions and applications based on employment at Georgetown are coordinated with the Office of Global Services (OGS) to ensure compliance with all University sponsorship guidelines and consistency of information sent to the U.S. government. Exception: Employees cannot use an outside attorney to file a Labor Certification application. Thus, if you hire an immigration lawyer, all employment-based immigration paperwork filed by the lawyer must be reviewed by OGS before it is submitted to US Citizenship & Immigration Services (USCIS). Please note: employees are responsible for all attorney fees, even if one of the University's IS Advisors refers you to an immigration attorney.

**Choosing an Immigration Attorney**
Georgetown students and employees should use great care in selecting an immigration attorney. Consider the following factors:

**Experience:** Does the attorney have experience in the area of immigration law and, more specifically, does s/he have experience in the specific area of immigration law with which you are concerned? Lawyers have areas of specialization within the scope of immigration law such as refugee, asylum, J-1 waivers and foreign physician cases. Always ask the attorney about his/her area of expertise.

**Comfort:** Do you feel comfortable with this individual? Do you feel like you can trust him/her? Communication is essential to a good lawyer-client relationship. You must feel comfortable enough to speak with your lawyer about confidential information including any activities which may have caused you to break certain immigration laws. S/he will not be able to advise you as well if you feel uncomfortable providing essential information.

**Fees:** Attorney fees vary, and it may be tempting to hire the least expensive lawyer you can find. While cost is often a major concern, expertise should be the deciding factor in choosing legal representation.
Size of Firm: A large law firm may have access to greater resources, but you may receive more impersonal service. In a smaller firm, service may be more personalized, but the firm’s resources may be limited. A balance of resources and service is ideal.

Immigration Attorneys in the DC Area
This list is only for your reference. OGS cannot officially endorse any of the attorneys listed. This list is compiled based on prior student use and recommendation. To provide feedback on any of these attorneys, please contact OGS.

Deutsch, Killea and Eapen
Immigration Law Firm
1666 Connecticut Avenue NW, Suite 222
Washington, DC 20009
Tel: (202) 728-0820
www.immigrationdc.com

International Law Group
Washington, D.C.
Tel: (202) 580-8759
www.internationallawgroup.com

Maggio Kattar
1800 Massachusetts Ave NW Suite 300
Washington, D.C. 20036
Tel: (202) 483-0053
www.maggio-kattar.com

Adam Frank
Leavy, Frank & Delaney, LLC
3 Bethesda Metro Center, Suite 505
Bethesda, Maryland 20814
Tel: (301) 656-2102
www.leavy-frank.com

Helen L. Konrad, Attorney at Law
McCandlish Holton, PC
1111 East Main Street, Suite 2100
Richmond, VA 23219
Tel: (804) 775-3825
Email: hkonrad@lawmh.com
www.lawmh.com

Mark B. Rhoads, Attorney at Law
McCandlish Holton, PC
1111 East Main Street, Suite 2100
Richmond, Virginia 23219
Tel: (804) 775-3824
Email: mrhoads@lawmh.com
www.lawmh.com

H. Ronald Klasko
Klasko, Rulon, Stock & Seltzer, LLP
1601 Market Street, Suite 2600
Philadelphia, PA 19103
Tel: (215) 825-8600
www.klaskolaw.com

Dimo R. Michailov
Capitol Immigration Law Group PLLC
1725 I Street NW, Suite 300
Washington, DC 20006
Tel: (202) 558-5456
www.cilawgroup.com

J. Michael Springmann
Law Office of J. Michael Springmann, PLLC
4619 Yuma Street, NW
Washington, DC 20016
Tel: (202) 686-4869
www.springmannslaw.com

H. Heidi Son
SW Law Group, PC New York Office
108 West 39th Street
Suite 800
New York, NY 10018
Tel: (703) 242-1303
Email: son@swlgpc.com
www.swlgpc.com

Denise C. Hammond, Esq.
Hammond Young Immigration Law, LLC
8737 Colesville Road, Suite 500
Silver Spring, MD 20910
Tel: (301) 917-6900
www.hyimmigration.com

Chen Zhang Esq., Attorney at Law
Washington Trade Counsel LLC
Immigration Law Practice
10410 Kensington Pkwy, Suite 303
Kensington MD 20895
Tel:(301)761-1617
www.usa-immigration-law.com

Catholic Charities Immigration Legal Services
Multiple locations in D.C. area.
www.catholiccharitiesdc.org/ILS

Immigration Legal Clinics in the DC Area
This list is only for your reference. OGS cannot officially endorse any of the clinics listed. This list is compiled based on prior student use and recommendation. To provide feedback on any of these clinics, please contact OGS.

American University - Washington College of Law - Immigration Clinic
http://www.wcl.american.edu/academics/experientialedu/

Catholic Charities - Immigration Legal Services
http://www.catholiccharitiesdc.org/ILS