



Follow-Up Timeline Template for Immigration Lawyer Engagement

When you hire an immigration lawyer, staying informed and engaged throughout the process is crucial. A follow-up timeline helps you manage expectations and ensures that you remain proactive in your immigration journey. Here's a template to guide you through the follow-up process:

Follow-Up Timeline Template

Week 1: Initial Consultation Recap

- **Action:** Send a thank-you email summarizing the key points discussed during your consultation.
- **Purpose:** Reinforces your understanding and shows appreciation for their time.

Week 2: Document Submission Reminder

- **Action:** Follow up to confirm that your lawyer has received all necessary documents.
- **Purpose:** Ensures everything is in order and that no documents are missing.

Week 4: Progress Check



- **Action:** Inquire about the status of your application and if any additional documents are needed.
- **Purpose:** Keeps you informed about the progress and demonstrates your commitment to the process.

Week 6: Prepare for Submission

- **Action:** Ask about the final steps before your application is submitted, including any last-minute documentation or details.
- **Purpose:** Ensures that you are fully prepared for the submission.

Week 8: Application Submission Confirmation

- **Action:** Confirm with your lawyer that your application has been submitted and request any reference numbers.
- **Purpose:** Provides peace of mind and allows you to track your application.

Month 3: Follow-Up with Authorities

- **Action:** Depending on the lawyer's guidance, follow up with immigration authorities to check on application status.
- **Purpose:** Keeps you informed about your application's progress and any potential delays.



Month 6: Final Check-In

- **Action:** Schedule a meeting to discuss the overall process, next steps, and any updates on your case.
- **Purpose:** Provides an opportunity to address any concerns and understand the timeline ahead.

Post-Decision: Follow-Up After Outcome

- **Action:** Whether your application is approved or denied, schedule a follow-up to discuss the implications and next steps.
- **Purpose:** Ensures you understand your options and what to do moving forward.

By using this follow-up timeline template, you can maintain a structured approach to your immigration process, enhancing communication with your lawyer and increasing your chances of success. Make sure to adapt the timeline based on your specific situation and the lawyer's recommendations!

