

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. Our graduates are fully prepared to assist with visa applications, appeals, documentation, office management, and client communications.

 Program Length: **9 months**
Includes internship

 Program Delivery: **Online**

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

80%

Percentage of 2025 Herzing College Available
Graduates Employed in a Related Field*

Employment statistics based on most recent available. Not all programs and learning formats available at all campus locations. Information in this document is subject to change. Updated Jan.19.2026

An Immigration Support Officer program (JCA.1Q) is registered at and delivered by Herzing College Montreal. This program leads to an Attestation of Collegial Studies (ACS) recognized by the Ministère de l'Éducation (MEQ).

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ADMISSION REQUIREMENTS

- Minimum of a Canadian provincial high school diploma or equivalent, or a mature student
- Pass an entrance test administered by Herzing College
- Be interviewed in detail regarding interest in the field
- Note: admission to some programs may include additional requirements

COURSE LIST

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

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| • Business Communications for Immigration Professionals | • Permanent Residence and Canadian Citizenship |
| • Office Applications for Immigration Professionals | • Legal Research |
| • Spreadsheets for Immigration Professionals | • Ethics I |
| • Fundamentals of Immigration Law and History of Immigration | • Ethics II |
| • Administrative Law | • Immigration Forms and Data Entry |
| • Temporary Status | • Submission Writing |
| • Economic Class | • Client File Management |
| • Family Sponsorship Applications and H&C Considerations | • Conflict Resolution / Client Management |
| • Refugees and Protected Persons | • Legal Office Procedures |
| • Inadmissibility and Removals | • Career Development |
| • Immigration and Refugee Board | • Internship |