



# Fatima Begum

IMMIGRATION CASEWORKER

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LLM Immigration Law graduate from the University of Kent, registered at OISC Level 1. Prepared 12 visa applications (spouse, student, ILR, EUSS) with an 83% first submission success rate. Supported 35 clients at a Legal Aid funded advice centre and completed a dissertation analysing minimum income requirements in family reunification appeals.

## EDUCATION

### LLM in Immigration Law

University of Kent, Canterbury

Sep 2024 – Sep 2025

Distinction (predicted). Modules included UK Immigration Law, Asylum and Refugee Law, EU Free Movement, and Human Rights Law.

- Dissertation: "**The Minimum Income Requirement and Family Reunification: An Analysis of 40 First Tier Tribunal Decisions**" — found that 65% of successful appeals involved applicants whose income fell within 10% of the £29,000 threshold

### LLB (Hons) in Law

University of East London, London

Sep 2021 – Jun 2024

Upper Second Class Honours (2:1). Included modules in Public Law, EU Law, and Human Rights Law.

## SKILLS

- OISC Level 1 Immigration Advice
- Visa Application Preparation (Spouse, Student, ILR)
- First Tier Tribunal Appeal Submissions
- Evidence Bundle Compilation
- Client Intake & Initial Assessment
- Legal Aid Agency Reporting Standards
- UK Immigration Rules & NPPF Knowledge
- Case File Management & Record Keeping
- Interpreter Coordination
- Microsoft Office & Legal Databases (Westlaw, LexisNexis)

## CERTIFICATIONS

### OISC Level 1 Registration

Office of the Immigration Services Commissioner

Nov 2024

### Enhanced DBS Check

Disclosure and Barring Service

Sep 2024

### Safeguarding Vulnerable Adults (Level 1)

Migrant Help Training

Oct 2024

## LANGUAGES

- English (native)
- Bengali (fluent)
- Urdu (conversational)

## EXPERIENCE

### Volunteer Immigration Caseworker, Migrant Help (Canterbury Advice Centre), Canterbury

Oct 2024 – Jun 2025

Providing immigration advice and casework support to vulnerable migrants under OISC Level 1 supervision at a Legal Aid funded advice centre.

- Prepared **12 visa applications**: 5 spouse visas, 3 student visas, 2 ILR settlement applications, and 2 EU Settlement Scheme late applications, with **10 granted on first submission**
- Supported **35 clients** with immigration queries at weekly drop in sessions, conducting initial assessments and triaging cases by urgency and complexity
- Drafted **4 appeal submissions** for clients refused under the minimum income requirement, compiling evidence bundles of up to 180 pages for the First Tier Tribunal
- Maintained **case files** to Legal Aid Agency standards, recording advice given, time spent, and case outcomes for each client

### Legal Advice Centre Receptionist (Part Time), Kent Law Clinic (University of Kent), Canterbury

Jan 2024 – Sep 2024

Part time reception and administration support at the university's free legal advice clinic.

- Booked and managed **appointments for 60 clients per month** across immigration, housing, and employment law clinics
- Conducted **initial client intake assessments** and recorded basic case details in the clinic database

## PROJECTS

### Kent Law Clinic – Immigration Advice Pilot

Jan 2025 – Apr 2025

Helped establish a dedicated immigration advice clinic within the university law clinic, open to the public one afternoon per week.

- Co-drafted the **clinic's immigration advice protocol** covering client confidentiality, conflict checks, and OISC supervision requirements
- Assisted **14 clients** during the pilot, with 3 cases escalated to the Migrant Help casework team for ongoing representation

## EXTRA CURRICULAR ACTIVITY

### Kent Refugee Action Network – Volunteer Befriender

Jan 2024

Weekly befriending visits with a Syrian refugee family resettled in Canterbury. Help with interpreting correspondence, navigating GP and school registrations, and practising English conversation.