

Immigration Case Management (ICM)

Automated USCIS Notice AI Transcription: FAQ

In **Phase 1** of the Automated USCIS Notice AI Transcription ("Notice AI") workflow, Notice AI extracts three core data fields from the uploaded I-797 document.

Prerequisites & Requirements

What are the requirements to use the AI extraction workflow? For successful extraction, please verify the following:

- **Document Type:** You must use a valid **I-797** form (**Types A, B, C,D, E, or F**).
- **File Format:** Files must be in PDF, TIFF, JPEG, or PNG format.
- **Image Quality:** Scans must be clear and legible.
- **High resolution is key;** the AI may fail to extract data from blurry or low-quality images.
- **Permissions:** Ability to "Modify" cases and processes is required.

Data Extraction & Navigation

Which data fields does Notice AI extract? The AI extracts three core fields:

- **Date Received:** The "Received date" captured on the USCIS Notice
- **Receipt Number:** The 13-character tracking number (e.g., EAC, LIN, SRC, WAC, or IOE)
- **Document Type and Case Type:** The specific type of I-797 and the Case Type captured from the document (e.g., "I-797C: I-765 Application for Employment Authorization"). These values are combined in the "Item Description" field.

How do I start the workflow? You can trigger the extraction process from three locations:

- **FN Search Page:** Select **Add Receipt** from the Action Menu next to the name.
- **Within an FN Record:** Select **Add Receipt** from the left sidebar Action Menu.
- **Activities Page:** Navigate to the Receipts section and click **Upload**.

What are the primary action buttons?

- **Upload:** Opens the file selection window
- **Finished:** Confirms the upload and prepares the file
- **Run Notice AI:** Initiates the background scan to extract data
- **Update Info:** Saves progress and returns you to the Activities page

Troubleshooting

If AI cannot read the document, can I complete the data entry manually? Yes. The system will alert you if the image quality is too low or if the document is not recognized. In these cases, please transcribe the data manually. Be sure to "Update" to save your entry.

AI Best Practice: While efforts have been made to help with accuracy, you should always verify the accuracy and completeness of any data or information entered.

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.