Starting Immigration Services at Your Library
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Agenda

• Who We Are
• What is Citizenshipworks?
• How are libraries using Citizenshipworks?
• What is immi?
• How can immi help you increase your impact?
Who We Are

The Immigration Advocates Network (IAN) is a collaborative effort of leading immigrant rights organizations designed to increase access to justice for immigrants and strengthen the capacity of organizations serving them.
Presenters

Sebastian Zavala
Immi Program Manager

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Community Engagement Coordinator
Citizenshipworks

www.citizenshipworks.org
BECOME A U.S. CITIZEN, SAFE AND SIMPLE, START TO FINISH.
Pre-Screening

DO YOU QUALIFY TO BE A U.S. CITIZEN?

We will ask you some questions.

Your answers will tell us if you seem to qualify.

This will only take a few minutes.

START
Applicant Tool

APPLICATION

1. COMPLETE N-400

What you need to know.

In this step, Citizenshipworks will guide you through the process of completing your N400 Application for Naturalization Form.

As you go through the questions, Citizenshipworks will also try to determine whether there are any areas of concern that we call “red flags” that may affect your eligibility to become a citizen.

If your application does not raise any red flags, you will be able to print and submit the application on your own.

If your application does contain red flags, we will help you find an immigration expert to review your case.

What you will need for this step.

- Your Green Card
- Your home addresses for the last 5 years
- Information about your jobs and schools for the last 5 years
- Information about your travel abroad for the last 5 years
- Information about your family - spouses, ex-spouses and kids
- Information about any incidents involving law enforcement
Trips & Addresses

Your Trips in the Last 5 Years

To apply for citizenship, you must describe all trips you took outside the U.S. in the last 5 years.

In the last 5 years, have you been outside the U.S. for more than 24 hours?  
[YES] [NO]

Click on ADD A TRIP. Then give as much information as you can until all your trips in the last 5 years are listed.

<table>
<thead>
<tr>
<th>Country</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
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<td>China</td>
<td>05/3/2015</td>
<td>05/5/2015</td>
<td>1 Day(s)</td>
</tr>
</tbody>
</table>
Tickets & Arrests
Gather Documents

APPLICATION

1. Complete N-400
2. Gather Documents
3. Review
4. Print Application
5. After You File

GET YOUR DOCUMENTS READY

After you fill out Form N-400, organize the other documents you must file with your form.

Some of the documents you send USCIS must be the original documents. USCIS does not promise to return them to you. Make sure you keep copies of your original documents for your records. You will be ready to file your application after you:

Documents You Need to Apply

Along with your application, USCIS will ask you to send:

- A copy of both sides of your green card
- A check or money order for the application fee and fingerprinting and photos (biometrics). Payable to: U.S. Department of Homeland Security. Amount: $680 (if you are under 75) or $595 (if you are 75 or older)
- If you are a resident of Guam, make the check payable to: Treasurer, Guam
- If you are a resident of the U.S. Virgin Islands, make the check payable to: Commissioner of Finance of the Virgin Islands
Review & Red Flags

RED FLAGS

Have you ever had any trouble with the law?

⚠️ Have you ever been arrested?

⚠️ Good Moral Character
If you have been arrested by the police or other law enforcement officers, you may not be eligible to become a U.S. citizen. Please review your arrest history with a qualified expert.
Print Application

APPLICATION

1. Complete N-400
2. Gather Documents
3. Review
4. Print Application

WHAT YOU NEED TO KNOW

View N400 Form

5. After You File

PRINT APPLICATION

What you need to know

Citizenshipworks lets you print or see your completed N-400 with the answers you provided. If your application does not have any legal issues or incomplete questions, your application is complete and ready to print. Congratulations!

You will be ready to file your application after you:

- Review it with an Advocate
- Gather the Documents need to file
- Learn about what to expect after you file

Watermark on your application...

If you see a watermark on your PDF, then your application is not ready to submit. Your form will display a watermark because there is a legal issue with your application or because there are questions with incomplete information.
What are libraries doing?

• Drop-in Model
• Workshops
• Virtual Legal Review
Drop-in Model
Drop-in Model

Applicants drop-in to complete their form during walk-in/open hours

Hardware
• Kiosk-style or small computer lab

Outreach
• Model is based on walk-in services
• Share Partner Organization’s portal page with applicants
Drop-in Model

Application Assistance

• Start the applicant at Partner portal page
• Let the applicant complete at their own pace
• Assist as needed

Legal Review

• Use Find Legal Help or Message Center to help applicant get in contact with Partner organization
Workshops
Workshops

Event to assist multiple clients simultaneously

Hardware
• Computer lab
• Mobile computer lab

Outreach
• Organization creates event in Citizenshipworks
• Library assists with registering people for event
• Library assists people with starting application before event
Workshops

Legal Review
• Review Red Flags and Incomplete Questions
• Use Manual Form to make edits

Check-out
• Complete packaging
• Follow-up and instructions
• If applicant cannot complete form at workshop, refer to partner organization
Virtual Legal Review
Immi

www.immi.org
Free to use on desktop and mobile
Protecting Your Privacy

● The interview collects all the answers anonymously

● No personally identifiable information is associated with user’s answers
How the Interview Works

• Series of general questions
• Moves through immigration options, as tracked on the progress bar along the left (desktop) or top (mobile/tablet)
• Interview narrows questions depending on the person’s answers
• Contextual help and alerts are available throughout the interview
Immi Screening: Getting Started

Here are questions about your family.

Do any of your parents have legal immigration status in the United States?

- [ ] More about this question.
immi Screening: Family

These are questions about your family. Sometimes a family member who has legal immigration status can help another family member qualify.

Is your mother alive?

- Yes
- No
- I don't know
You answered that you are the victim (or may be the victim) of **domestic violence**, abuse or threats. It is a crime to hurt, abuse or threaten an intimate partner or family member. You might be eligible for a U visa if you report it or help law enforcement.

**Domestic Violence**
Abuse or threats of abuse in an intimate relationship (people who are or were married, domestic partners, dating, living together, or have a child together).

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Did it happen in the U.S.?  
Yes  No

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Back  Next
At the end of the interview

Your Results

Click on the card(s) below for ways to stay, or how to plan for the future. The information is based on your answers. To save these results, scroll down to “send me my results.”

**U Visa**
The “U visa” protects immigrants who are crime victims by making it safer to report the crime or help law enforcement. A person with a U visa can help family members get one, too.

**DACA**
DACA is short for Deferred Action for Childhood Arrivals. It is a special program started by President Obama in 2012. It allows some undocumented people who came to the U.S. as children to work and stay for 2 years.

**Family Based**
U.S. citizens and green card holders (permanent residents) can apply for family members to get a green card. This is called family-based immigration.

Send me my results

Enter email address or mobile phone number

Submit
Viewing your results

Immigration Option: Family Based

Based on your answers, the interview identifies:

1. Why you might be eligible
2. Possible problems or risks
3. Incomplete information

About Family Based

U.S. citizens and green card holders (permanent residents) can apply for family members to get a green card. This is called family-based immigration.

Reasons you Might Qualify

You answered that:

- Your mother is a permanent resident (green card holder).
- You have an adult brother or sister who is a U.S. citizen.

Questions about Your Eligibility

There are some risks to your application. Before you...
Learning Center

The immi learning center is your resource for learning about U.S. immigration and how to stay in the U.S. legally. Browse the glossary for basic terms and concepts. Or read more detail about common ways to stay in the U.S. below.

Browse by:

- Know Your Rights
- Asylum
- DACA
- Family Based
- Naturalization
- Other Family Options
- SIJS
- T Visa
- TPS & DED
- U Visa
- VAWA

Search

Enter your search term here

Show My Results
Search for Legal Help

immi works with legal aid organizations across the U.S. to connect immigrants to legal help. Enter your address or zip code to see a list of organizations in your area.

Enter Zip Code or Address Here

Looking for legal services for someone in a detention center? Click here
Join us!

Join a community of over 8,000 advocates dedicated to protecting and promoting the rights of immigrants in the United States.

Let us know how we can help by Completing this short request form https://goo.gl/forms/U6EP5ghswPZpYbRi2

To learn more, visit www.immigrationadvocates.org
Refugee & Immigrant Services & Empowerment (RISE)

Julie Robinson
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Refugee & Immigrant Services & Empowerment (RISE) Outreach Manager
julierobinson@kclibrary.org
816.701.3587
BACKGROUND

• The Library recognized that many refugees and immigrants were unfamiliar with public libraries in their native countries.

• Currently, I am only Kansas City Public Library employee in the division.

• AmeriCorps VISTAs have been working with me to grow, develop and build sustainability for RISE.
OUR MANDATE

Mission - Meeting the educational, informational and cultural needs of Kansas City refugees and immigrants through library materials, services and programs.

Vision - We envision a community that welcomes refugees and immigrants as neighbors and works together to make Kansas City a place where everyone thrives.
IT IS BEST TO START AT THE BEGINNING

• Create a plan - even if your program has been established
• Surround yourself with people who see the same vision and goals
• Don’t be afraid to reinvent your program
• Challenge yourself – step out of your comfort zone
PROGRAMMING

• Immigrant Heritage
  – Documentaries
  – Individual stories
  – Poetry reading
  – Showcase immigrant owned businesses
• Naturalization Ceremonies
• World Refugee Day
CLASSES

• Citizenship Prep
  – Weekly classes at 2 branches
  – Focuses on 100 questions
  – Mock interviews

• English for Citizenship
  – Will allow Citizenship Prep to focus only on mock interviews
  – Teaches to the 100 questions and the oath
FUTURE PLANS FOR RISE

• RISE Citizenship Coordinator
  – .5 FTE

• Bureau of Immigrant Appeals certification

• GED/Hi-Set
  – Classes in Somali

• English Language Learning
  – Classes at multiple locations and different times during the day
PEP TALK

• Impress yourself today
• Maintain a resilient attitude
• Flex your “can do” muscle
• LAUGH
• You can not please everyone. You are not pizza!
• Call and talk to a friend (816.701.3587)
Schaumburg Township District Library

Helen Stewart - Literacy Coordinator

hstewart@stdl.org

(847) 923 3387
Schaumburg Township

• Diverse Community
Schaumburg Library

Visit our Literacy and Citizenship Website
https://www.schaumburglibrary.org/services/literacy
Services for Immigrants

• Classes
• Materials
• Software
• Book-a-Librarian
• Ceremonies
• Programs
• Conversation Clubs
• Two-time recipient of this award to expand resources for U.S. citizenship preparation and English as a Second Language classes. The money was used to purchase materials and increase the number of classes to help area immigrants.

• We were able to provide citizenship classes at the Hoffman Estates and Hanover Park branches, in addition to the Central Library classes in Schaumburg. The money was also used to expand the English as a Second Language collection at both branches.

• STDL is one of 150 libraries nationwide to receive the American Dream grant. To apply, the library submitted a proposal that reflected its mission to serve a culturally diverse population in which approximately 85 different languages are spoken.
Citizenship Preparation Classes

• 3 hours, twice weekly (12 weeks) - main Library AND branches.

• Vocabulary, Civics, Practice Interviews AND application advice
Naturalization Ceremonies

Partnership with USCIS since 2011

Bi-annually - Spring and Fall

75 new Citizens plus guests

Dignitaries and elected officials

includes post ceremony reception!
Citizenship Corner

• Recommended
• Cluster collection of resources
• N-400
Recommended Resources

Welcome to the United States: A Resource Guide for New Immigrants

Available in bulk from the U.S. Government Bookstore

https://bookstore.gpo.gov/
Recommended

Brainfuse

Multi-topic online resource features live help, ESL assistance as well as civics test preparation.
Passing it on…

Keeping staff informed

Intranet

Department meetings

In-Service days
Observations....

• Fully prepare students for ALL aspects of the Naturalization Interview. More than just civics!
• Stay up to date on process and administrative changes due to new administration.
• Educate yourself on what CAN be done to assist immigrants, not what can’t. Empower.
• Beware of misinformation. Guide, inform with care and attention. Refer to the experts!
Questions?