

Preparing for the Citizenship Interview



WASHTENAW
LITERACY





Washtenaw Literacy's Mission:

Believing that literacy is the foundation for a sustainable community, Washtenaw Literacy provides literacy support, free of charge, to adults through a network of trained tutors.

It is our **Vision** to eliminate illiteracy in Washtenaw County.



PASSION



DIVERSITY
EQUITY
INCLUSION



INTEGRITY

www.washtenawliteracy.org

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Training Guidelines



This is a self-paced training module.

You may take as much or as little time as you'd like on it, but treat this time as though you were in a class.

- Limit distractions (turn off devices, email notifications, don't engage in side conversations).
- **Be a fully engaged, active learner!**
- Trust the process and plunge into activities.

TUTOR OBJECTIVE

To partner with an adult in pursuing their personal goals by improving their ability to understand, speak, read, and write basic English and do math through customized, research-based tutoring.

Training Objectives



1. Develop skills needed for tutoring adults

- Establish tutoring strategies that support adult learners with pursuing citizenship

2. Build knowledge needed to engage with agency

- List the steps necessary to apply for citizenship
- Identify the free preparation resources available through USCIS

3. Align your perspective and expectations with the needs of adult learners

- Recognize the necessity of literacy in pursuing citizenship
- Distinguish between tasks a tutor can and cannot do

Boundaries



Reminder: Your job, as a tutor, is to partner with the learner in pursuit of their citizenship by improving their basic skills.

What *can't* you do for the learner?

- Give legal advice.
- Pay any necessary fees.
- Call or visit the USCIS or other government office.
- Call or visit an immigration attorney, including the Michigan Immigrant Rights Center.
- Make online appointments.
- Accompany the learner to their interview or any other immigration-related appointments.

Do not put yourself in any of these positions.

The learner has to be able to deal with official tasks and institutions on their own. That is part of basic skill building.

Boundaries



Reminder: Your job, as a tutor, is to partner with the learner in pursuit of their citizenship by improving their basic skills.

What *can* you do?

- Practice vocabulary and common test questions
 - Sight words
 - Flashcards
 - Bingo
 - Concentration
- Practice digital literacy
 - Finding locations and information online
 - Filling out an online form
- Roleplay conversations the learner will need to have
 - In-person vs. over the phone
 - Different levels of formality: friendly, business-like, etc.
- Practice reading strategies so the learner understands important documents and communications they have received
- Pull together information from other tutors about what their learners were asked

Applying for Citizenship



Who can apply for citizenship?

- An adult who already has a permanent resident card (green card) may apply.
- In most cases, they must have their permanent resident card for 5 years first.
- In some cases, they may apply for citizenship after just 3 years.

Step-by-Step Guide to Getting a Citizenship

1. Complete the Application Form
2. Appear for the Biometrics (fingerprinting) Appointment
3. Prepare for the Naturalization Interview
4. Attend the Naturalization Interview
5. Take the Oath
6. Get Involved

Visit the [U.S. Citizenship & Immigration Services \(USCIS\)](#) website for more information about what to expect.

1. Complete the Application Form



- Review the [N-400 Application Instructions](#).
- Download the [N-400 Naturalization Application](#).
- Get two passport-style photos taken.
- Collect all the documents and evidence necessary to complete the application.
- Fill out the N-400 Application form.
- Review the completed form and correct any mistakes.
- Submit the application, two photos, documents and evidence, and the required fees.
 - **Note:** *Keep a personal copy of everything!*
- [Find out where to file the application](#).
- [Make sure to keep your address current with USCIS](#).

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Preparing for the Application Form



Ways a tutor can support the learner

- Review the application with the learner
 - 20 pages
 - Difficult vocabulary
 - Emphasize that answers must be true
- Review the instructions with the learner
 - 18 pages
 - Eligibility, instructions for each question on application
 - Filing fees
 - Filing addresses
 - Where to get passport-style photos (CVS, UPS store)

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2. Appear for Biometrics Appointment



- Once the application has been accepted, USCIS will send the learner an appointment notice if they need a biometrics appointment.
 - Biometrics include fingerprints, photo, and signature.
 - The notice will provide the date, time, and location of the appointment.
- The learner will appear at the location at the scheduled date and time on the appointment notice. They should bring:
 - Form I-551 (Permanent Resident Card)
 - Appointment notice
 - A second form of identification (driver's license, passport, or state identification card); must be a photo ID
- USCIS will do the following:
 - Send the learner's fingerprints to the FBI for a background check.
 - Provide the learner a study booklet for the English and civics tests in the Naturalization Interview.

Steps:

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Preparing for Biometrics Appointment



Ways a tutor can support the learner

- Review the appointment letter with the learner.
 - Understand it is more fingerprinting
 - Know the date, time, and location
- Review what the learner needs to take to the appointment.
 - Permanent Resident Card (Green Card)
 - Appointment letter
 - A form of photo identification

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3. Prepare for the Naturalization Interview



- During the naturalization interview
 - A USCIS officer will ask questions about the learner's application and background.
 - The learner will take an English test and a civics test (unless they qualify for an exemption or waiver).
- The English and Civics Tests
 - English: reading, writing, and speaking
 - Civics: oral, covers U.S. history and government topics
- Information and free study tools
 - English test: [reading vocabulary](#), [writing vocabulary](#)
 - [Civics test](#)
 - Find a [free naturalization information session](#)
 - Find a local [English and/or citizenship preparation class](#)
- USCIS will mail the learner an appointment notice for their naturalization interview.
 - The learner **must** appear at the USCIS office at the date and time shown on the appointment notice.

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Preparing for the Naturalization Interview



Ways a tutor can support the learner

- Practice different materials for the interview.
 - **100 Civics Questions (as close to answers on cards as possible):** The interviewer will ask up to 10 questions from the set of 100. As soon as the applicant has answered 6 questions correctly, this part is satisfied.
 - **Reading Samples:** The interviewer will provide up to 3 sentences and ask the learner to read them aloud. As soon as 1 sentence is read correctly, this part is satisfied.
 - **Writing samples:** The interviewer will read aloud up to 3 sentences for the learner to take dictation. As soon as the learner has written 1 sentence correctly, this part is satisfied.

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Preparing for the Naturalization Interview



Ways a tutor can support the learner

- Practice general conversational skills and instructions.
 - How are you?
 - Did you come here with someone else?
 - Raise your right hand.
 - Please have a seat.
 - What do you think of Michigan weather?
 - What do you miss most about your home country?

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4. Attend the Naturalization Interview



- The learner **must** appear at the USCIS office at the scheduled date and time on the interview notice.
- They should bring:
 - The interview appointment notice
 - Form I-551, Permanent Resident Card (Green Card)
 - A state-issued identification such as a driver's license
 - All valid and expired passports and travel documents issued to the learner that document their absences from the United States since becoming a permanent resident
 - For a list of other documents that may be necessary, read Form M-477, Document Checklist.
- The learner will take the English and civics tests.
- USCIS will do the following:
 - Inform the learner of the results.
 - Possibly request the learner to submit additional information.

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Preparing for the Naturalization Interview



Ways a tutor can support the learner

- At this point, the learner is on their own.
- However, before the interview, a tutor can:
 - Review the appointment letter with the learner.
 - Review the list of documents the learner needs to take to the interview.
 - Partner with the learner to practice the parts of the interview that may be most difficult for them.
 - Urge the learner to practice with a friend or family member.
 - Reassure the learner. Be positive. Show compassion and support.

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5. Take the Oath



The learner is not a U.S. citizen until they take the Oath of Allegiance at a naturalization ceremony!

- Once the learner has successfully completed their interview and their application has been approved, USCIS will schedule a date for the learner to take the Oath of Allegiance. The learner will:
 - Receive a notice for the oath ceremony.
 - Arrive at the ceremony and check in with USCIS.
 - A USCIS officer will review the learner's responses to the questionnaire on Form N-445 again.
 - Turn over Permanent Resident Card (Green Card) to USCIS.
 - Take the Oath of Allegiance.
 - Receive Certificate of Naturalization – *proof of being a U.S. citizen!*

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Preparing for the Oath



Ways a tutor can support the learner

- Review and practice the Oath of Allegiance with the learner before the interview and ceremony.
 - It is on the last page of the application form.
 - Make sure the learner understands what they are promising.
 - For some people, this last step can be an emotional one – renouncing the country of their birth (unless they are allowed to have dual citizenship) and transferring their allegiance to a new country.
- When it is safe to do so, attend the oath ceremony with the learner. Until then, “extra” people are not allowed.

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6. Get Involved



The learner is now a U.S. citizen!

- They can:
 - Enjoy expanded [rights and responsibilities!](#)
 - Celebrate their citizenship!
 - [Share their story!](#)

Steps:

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6. **Get Involved**

Preparing for Civic Involvement



Ways a tutor can support the learner

- Partner with the learner in preparation for any goals and needs they have that are related to their newly expanded rights and responsibilities:
 - Apply for a passport
 - Vote
 - Serve on a jury
 - Run for office
 - Join a political party
 - Contact a member of Congress
 - Write letters

Steps:

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More Resources



Make Your Own Helpful Tools

- Print Civics Flashcards for the Naturalization Test from [USCIS](#)
- Laminate a placemat-sized map of the U.S. for tutoring

Ask a Mentor for Handouts

Email Alison (austin@washtenawliteracy.org) for PDF files:

- Tricky Vocabulary in Part 12 of the N-400 Application

Check Out Other Useful Websites

- [Boundless Immigration, Inc.](#)
- [Literacy Minnesota](#)
- [EL Civics for ESL Students](#)
- [NewsELA](#): Articles at varying levels on current events and government

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- List the steps necessary to apply for citizenship
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RESOURCES & DEEPER LEARNING

- Explore free resources by [USCIS.gov](https://uscis.gov)
 - Vocabulary and civics questions
 - Information in multiple languages
- Discover textbooks for purchase
 - [New Readers Press](#): *Citizenship: Passing the Test* series
 - Literacy Skills (workbook, audio CD)
 - Civics and Literacy (workbook, audio CD)
 - Ready for the Interview (workbook, audio CD)
 - Teacher's Guide
 - *The Nystrom Atlas of Our Country's History*
 - *U.S. Citizen: Yes, Preparing for Citizenship* by Ronna Magy Helpful Tools

HOMEWORK

(on the website: choose one or more)

- Read our Test-Taking Guide
- Quiz
- Share a resource
- Share an idea

Thank you!



Washtenaw Literacy Tutor Training Preparing for the Citizenship Interview Module

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*Thank you to Dallas Moore and Harry Marsden
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Questions?

Contact Alison at austin@washtenawliteracy.org.