



ABA CILA & COI Pro Bono Program Clinics Toolkit



AMERICAN **BAR** ASSOCIATION
Commission on Immigration



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CILA Children's Immigration Law Academy



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Immigration Law Academy, 2024

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July 18, 2024

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Table of Contents

I. Introduction

- A. About ABA COI
- B. About ABA CILA
- C. About This Toolkit

II. Purpose of Clinics in Pro Bono

- A. The Need
- B. The Significance of Representation
- C. Creative Models
 - i. Legal Clinics
 - ii. Not Suitable for All
 - iii. Attorney Competency

III. Designing & Running Clinics

- A. Planning a Clinic: Resources & Examples
- B. Considerations for Running a Clinic that Involves Youth

IV. Documents Used in Running a Clinic

- A. Clinic Administration Documents
- B. Documents for Clinic Volunteers
- C. Documents for Clinic Participants
- D. Documents Timeline

V. Additional Resources

Clinic Documents Timeline

Appendices: Samples & Templates

Appendices: Samples & Templates

A. Documents for Clinic Administration

- A.1. Template Clinic Responsibilities Chart
- A.2. Template Communications with Clinic Volunteers
- A.3. Sample Intake & Screening Form for Clinic Participants
- A.4. Sample Volunteer Orientation Script
- A.5. Sample Interpreter Orientation Script
- A.6. Sample Best Practices for Remote Clinics Via Zoom
- A.7. Sample Training Slides for Volunteers

B. Documents for Clinic Volunteers

- B.1. Template Attorney Clinic Volunteer Agreement
- B.2. Template Non-Attorney Clinic Confidentiality Agreement
- B.3. Sample Tip Sheets & Instructions for Clinic Volunteers
- B.4. Sample Day of Checklist & Instructions for Volunteer Legal Captains
- B.5. Sample Annotated Form for Clinic Volunteers
- B.6. Sample Instructions for Volunteers on How to Troubleshoot Common Issues

C. Documents for Clinic Participants

- C.1. Template Pro Se Clinic Participant Agreement
- C.2. Sample Communications for Participants: Welcome & Reminder Emails
- C.3. Sample Closing Checklists for Participants

I. Introduction

A. About ABA COI

Guided by resolutions adopted by the American Bar Association (ABA) House of Delegates, the Commission on Immigration (COI) works to coordinate and strengthen the ABA's response to legal developments and to address the needs of immigrants and newcomers. The ABA Board of Governors has designated immigration to be a legislative priority of the ABA in every Congress since 1992. The Commission works to achieve its goals to ensure fair treatment and full due process rights for immigrants, asylum-seekers, and refugees within the United States through various projects including South Texas Pro Bono Asylum Representation Project (ProBAR), Immigration Justice Project of San Diego (IJP), the Children's Immigration Law Academy (CILA), the Detention and LOP Information Hotline, the virtual Immigration Court Helpdesk (ICH) and the COI pro bono, educational, and advocacy efforts.

- [Visit americanbar.org/immigration](https://americanbar.org/immigration) to stay up to date on programming and learn about our work at the border and beyond.
- [Donate to the Commission](#) to advance access to counsel and due process for migrants!
- [Volunteer](#) as a pro bono attorney, accredited representative, or interpreter/translator by expressing interest on this Pro Bono interest form.
- **Stay informed** by signing up to receive our [monthly pro bono newsletter](#) highlighting ways to get involved and programming opportunities.
- **Follow the Commission on social media** ([Facebook](#), [LinkedIn](#), [Twitter](#)) to stay informed on programming and ways to help.

B. About ABA CILA

The [Children's Immigration Law Academy \(CILA\)](#) is an [expert](#) legal resource center created by the ABA. CILA's mission is to empower advocates who guide immigrant youth through complex legal procedures, to do so with courage, competency, compassion, and creativity. CILA builds capacity for those working to advance the rights of immigrant youth seeking protection through trainings, technical assistance, resource development, and collaboration.

CILA serves nonprofit, pro bono, and private sector legal advocates who work with children in immigration-related proceedings. CILA began operations in Houston, Texas in late 2015 in response to the thousands of children from Central America who entered the United States at our Southern border. Many children were fleeing prolific violence and abuse in their home countries and seeking humanitarian protections offered under U.S. law. Through this work, CILA hopes to ensure more immigrant youth are represented and to provide the resources and expertise needed to support those who endeavor to represent them. In furtherance of this goal, in 2022, CILA expanded its technical assistance program nationwide and offers more trainings and working groups to a national audience.

Complementary and critical to capacity-building efforts for legal advocates, CILA's social services program aims to increase capacity for social workers and social services providers serving immigrant youth at legal services organizations in Texas and beyond, thereby ensuring stability in the lives of youth so that they may meaningfully participate in their immigration cases.

- [Visit https://cilacademy.org](https://cilacademy.org) to learn more about CILA, request technical assistance, register for upcoming trainings and working groups, and view resources.
- [Create a CILA account](#) to access more CILA resources.
- [Express interest as a pro bono attorney or volunteer](#) to help immigrant youth on CILA's platform, Pro Bono Matters for Children Facing Deportation.
- Sign up to receive a CILA newsletter: [Champions for Immigrant Youth](#) (monthly) and/or [Pro Bono Matters](#) (quarterly).
- Follow CILA on social media ([Facebook](#), [LinkedIn](#), [X](#), [YouTube](#)) to connect with us and learn about current happenings.
- [Donate to CILA](#) to further CILA's efforts to support advocates working with immigrant youth and share encouragement and the tools needed for effective legal and social services advocacy.

C. About This Toolkit

CILA and COI created this toolkit for pro bono programs working with children, youth, and/or families in immigration cases. The toolkit is designed to help legal services organizations design and run clinics for immigrant children, youth, and/or families. The toolkit contains general guidance and considerations when creating a clinic, with a focus on essential and helpful documents that will be used by clinic administrators, clinic volunteers, and clinic attendees or participants. The samples and templates provided in the appendices are offered to support pro bono programs who may be interested in starting or expanding their clinic offerings.

This is the second pro bono program-related toolkit created by COI and CILA. For more pro bono resources and templates, check out the *ABA CILA & COI Pro Bono Program Resources & Templates Toolkit* (July 2022), available for free [here](#).

II. Purpose of Clinics in Pro Bono

A. The Need

By December 31, 2023, immigration courts across the country had a backlog of 3,287,058 cases, approximately 4,500 cases per immigration judge.¹ Similarly, there is an alarming lack of immigration attorneys to represent individuals in immigration court proceedings. Just five years ago, 65% of people in removal proceedings had attorneys and

¹ "Immigration Court Backlog Tops 3 Million; Each Judge Assigned 4,500 Cases," TRAC Immigration (Dec. 18, 2023), <https://trac.syr.edu/reports/734/>.

now only 30% have attorneys.² Pro bono representation in immigration court is harder still: “the odds of noncitizens seeking asylum or other forms of relief finding a volunteer attorney has plummeted to just 2 percent.”³

B. The Significance of Representation

Representation is crucial, and while there is a right to counsel in immigration court, there is no free appointed counsel for individuals in proceedings, including children. Many unaccompanied children have grounds to seek humanitarian relief in immigration court, such as asylum or Special Immigration Juvenile Status (SIJS). However, without an attorney, it is very hard for anyone (much less a child) to obtain relief in immigration court. From 1998 to January 2024, of the 554,345 immigration court cases where relief was granted, only 0.07% prevailed without representation.⁴

C. Creative Models

As explained above, there are not enough immigration attorneys, whether salaried or pro bono, to meet the need of immigrant and asylum-seeker populations via the traditional attorney/client relationship. Limited scope representation services are a creative way to bridge the gap. Ideas for general pro bono programming can be found in the [ABA CILA & COI Pro Bono Program Resources & Templates Toolkit](#), and CILA regularly adds content to a [webpage](#) for pro bono coordinators featuring various creative pro bono models.

i. Legal Clinics

Legal clinics represent a successful and sustainable creative model for pro bono engagement. Legal clinics can be virtual, in-person, or hybrid and have been employed for years by many legal organizations. They are frequently used for discrete, time-sensitive cases that affect large numbers of people (e.g., Deferred Action for Childhood Arrivals, Temporary Protected Status (TPS), Re-Parole). Legal clinics are designed to provide competent legal assistance while empowering the immigrant or asylum-seeker as a pro se applicant or petitioner or to work on a specific project during the course of representation. The volunteer attorneys educate individuals seeking services and help them complete the forms on a limited scope basis, which generally starts and ends at the legal clinic. In other situations, clinics occur as part of representation.

This creative model is highly adaptable: to different forms of immigration benefits/relief, to the needs of the impacted communities, to the expertise of the legal practitioners, and to the space and time convenient to those involved. Legal clinics can also involve community members who want to assist but are not attorneys. Similarly, community

² “Too Few Immigration Attorneys: Average Representation Rates Fall from 65% to 30%,” TRAC Immigration (Jan. 24, 2024), <https://trac.syr.edu/reports/736/#f1>.

³ “Despite Efforts to Provide Pro Bono Representation, Growth is Failing to Meet Exploding Demands,” TRAC Immigration (May 12, 2023), <https://trac.syr.edu/reports/716/>.

⁴ “Outcomes of Immigration Court Proceedings,” TRAC Immigration, <https://trac.syr.edu/phptools/immigration/closure/>.

institutions can assist by providing space, food, and/or access to technology for participants.

The versatility of clinics is highlighted in the discussion below, showcasing different types of clinics that COI and other nonprofits working with immigrant youth have used to support pro bono programs.

Re-Parole Clinics: In Summer 2023, COI held various Afghan Re-Parole Clinics. At the Re-Parole Clinics, pro se applicants worked with volunteers to complete the online Form I-131 to apply for Re-Parole. These clinics were virtual and hybrid when held in conjunction with the Afghan Support Centers.

TPS Clinics: From 2021 to 2023, COI worked with a coalition of organizations to provide monthly TPS Clinics. At the TPS Clinics, pro se applicants from various countries worked with volunteers to complete the paper Form I-821 to apply for TPS. These clinics were virtual and then hybrid. Learn more about COI's TPS clinics in CILA's creative pro bono model resource, "[ABA Commission on Immigration \(COI\) Pro Bono Legal Clinics & Pro Se Asylum Assistance](#)."

EAD Clinics: In January 2024, COI began offering Employment Authorization Document (EAD) Clinics. At the EAD Clinics, pro se applicants eligible through the parole category worked with volunteers to complete the online Form I-765 to apply for employment authorization. These clinics have been offered virtually and in-person in Harlingen, Texas.⁵

SIJS Clinics: Many unaccompanied children seek SIJS as a form of legal relief. After the individual receives an order from state court, the next step is filing the I-360, *Petition for Amerasian, Widow(er), or Special Immigrant*, with USCIS. Some organizations have set up clinics to work on the first step of the process to obtain the state court order. For example, read CILA's creative pro bono model resource, "[The New Mexico Immigrant Law Center's Special Immigrant Juvenile \(SIJS\) Clinics](#)" to see one example for a SIJS clinic. Kids in Need of Defense (KIND) also discussed their SIJS clinics focused on the state court piece during a presentation held at the 2023 ABA CILA & COI Pro Bono Symposium, and their recorded presentation is available to view on CILA's [website](#). Other organizations choose to focus on the second part of the process, Form I-360, for a SIJS clinic. This application fits well into the clinic setting.

Asylum Clinics: Some organizations have reported conducting asylum clinics for children's cases. Due to the sensitive nature of asylum claims and constantly changing asylum laws, whether child applicants should be served in a clinic setting focused on asylum raises additional important issues such as child-friendly practices and trauma-informed lawyering. Many times, it may be challenging to serve children in an asylum clinic due to

⁵ See "ProBAR launches groundbreaking Access to Work Clinic," ABA ProBAR (April 2024), <https://abaprobar.org/2024/04/08/probar-launches-groundbreaking-access-to-work-pilot-project/>.

the sensitive nature of issues that must be discussed and the need for time to build rapport and trust before exploring these issues. A time-constrained setting where there are many people in attendance may not be conducive to creating a safe, confidential space for this information to be shared. Asylum clinics can be a bigger undertaking because of these factors that may be more prevalent in an asylum setting than with other types of clinics. However, organizations have been able to design clinics for asylum applicants. For instance, COI has repeatedly held successful 8-part clinic series focused on asylum cases for individuals and family units. The clinic series was part lecture and part workshop for each module. Read more about COI's asylum assistance module series in CILA's creative pro bono model resource, "[ABA Commission on Immigration \(COI\) Pro Bono Legal Clinics & Pro Se Asylum Assistance.](#)"

ii. Not Suitable for All

While these creative models strive to bridge the gap between people who need help and those who can help, they are not suitable for all immigrants. Potential participants must be screened for high levels of trauma, competency skills, age, maturity, literacy skills, and, if applicable, technology skills. Some individuals are best served in-house by the nonprofit organization involved and others are best served in a 1:1 direct/full representation pro bono model rather than in a clinic setting or in a clinic providing support to pro se individuals. **The goal of providing legal clinics is to maximize opportunities for individuals to get involved in pro bono assistance to support the needs of nonprofit organizations and the communities they serve since the needs are great and not all volunteers can commit to full representation in an individual's case.**

iii. Attorney Competency

Legal clinics are an exciting tool to add to a legal service provider's toolbox. However, before building a clinic, it is vital that at least one attorney managing the clinic, preferably several attorneys, are familiar with (1) the type of relief or immigration benefit being sought, (2) the current laws and policies thereof, and (3) common case challenges and strategies to address them. Immigration law and policy changes frequently and it is the attorney's duty to be and remain competent.⁶

III. Designing & Running Clinics

A. Planning a Clinic: Resources & Examples

The focus of this resource is to provide information about key documents and related templates that can be used when organizing a pro bono legal clinic. Aside from the documents, there are many other components to preparing, organizing, and running a clinic for volunteers and pro bono attorneys. While this resource will not delve into all aspects of running and designing a clinic, several resources are included to facilitate learning from other nonprofit organizations' experience. Some resources include planning

⁶ Model R. Prof. Conduct 1.1 (ABA 2024).

and logistics details and thorough guidance that can be followed to set up a similar clinic. Other resources provide a snapshot view of what a clinic can look like for a particular form of relief. The resources can serve as a reference for those who are at the planning stage for their clinic or for those who want to see some pro bono clinic models to get inspiration. Overall, the resources highlight various examples for different types of clinics and different types of legal relief.

Resources & Examples	
Resources	Description
CILA, “ABA Commission on Immigration (COI) Pro Bono Legal Clinics & Pro Se Asylum Assistance,” July 2024	CILA featured COI’s pro bono legal clinics and pro se assistance efforts in this creative pro bono model. The resource covers how COI worked with several partners to host TPS clinics, facilitated EAD clinics, and provided pro se asylum assistance. The resource includes practical guidance, tips, and resources throughout to share their knowledge and experience, so others can learn and replicate the various models.
COI, Temporary Protected Status (TPS) Clinic for Afghans Toolkit , Updated January 2024 COI, Temporary Protected Status (TPS) Clinic for Venezuelans , December 2023 (similar toolkit)	COI created this 126-page Toolkit to help legal service providers design and implement pro se legal clinics where volunteers can help Afghan nationals complete applications for TPS. The model has been adapted from an Afghan-specific clinic and can be modified to meet the communities’ needs.
CILA & COI, “1st Pro Bono Symposium hosted by the ABA Children’s Immigration Law Academy & Commission on Immigration,” September 2023	CILA and COI hosted their first ever Pro Bono Symposium in September 2023. Presenters from organizations across the United States shared their experiences and expertise in pro bono programs working with volunteers and/or pro bono attorneys. This resource gives an overview of all of the presentations and handouts provided at the Symposium. The training covered various topics to enhance pro bono programs including pro bono recruitment, incorporating a trauma-informed approach into pro bono programs, running clinics, and creative pro bono models. The recordings of the presentations and accompanying

	written materials are available for free on CILA's website, and they can be easily accessed from the linked resource.
2023 ABA CILA & COI Pro Bono Symposium, "ABA Standards: Best Practices in Developing Pro Bono Projects" ABA Center for Pro Bono & Maryland Pro Bono Resource Center presentation, September 2023 Accompanying materials: "PBRC's Maryland Immigrant Legal Assistance Project: Our Approach to Pro Bono Clinic Design (A Checklist)"	This presentation provided an overview of best practices for developing civil legal pro bono programs. The speakers discussed the ABA Standards for Pro Bono Programs, focusing on the development of programs, recruitment, training, project development, and bite-sized pro bono projects. The speakers also shared several handouts, and some of those relate to running a clinic. For example, the materials include several clinic checklists for in-person clinics, communication samples, tips sheets to identify relief, interview forms, visual explainers, and a client survey.
2023 ABA CILA & COI Pro Bono Symposium, "Building Long-Term Pro Bono Relationships Through Creative Clinics" KIND Houston & San Francisco presentation, September 2023 Accompanying materials: "Sample Clinic Agenda"	KIND's presentation provided an overview of how to effectively use clinics in building pro bono relationships and long-term recruitment of pro bono attorneys for full scope representation. The speakers discussed best practices in a variety of clinic options, with a focus on discrete portions of unaccompanied children's cases, including intakes, country conditions, case launch, employment authorization, and state court clinics for children eligible for SIJS. They also provided a handout with a sample clinic agenda.
CILA, "The New Mexico Immigrant Law Center's Special Immigrant Juvenile (SIJS) Clinics," July 2023	CILA wrote this creative pro bono model resource to feature the work of the New Mexico Immigrant Law Center (NMILC). They shared their experience hosting in-person <i>Pro Bono Clinics for SIJS State Predicate Orders</i>. The resource covers how NMILC's clinics work including what happens before, at, and after the clinic. They share their lessons learned and tips for those who hope to create a similar clinic.
COI, HIAS, & Welcome Legal Alliance, Pro Se+ Limited Scope	COI and HIAS created this 66-page Toolkit as a "course in a box" that includes outlines, trainings,

Representation for Afghan Asylum-Seekers Toolkit , April 2023	templates, and samples. The goal is to empower legal services providers to implement the Pro Se+ Limited Representation model, specifically designed for asylum-seekers from Afghanistan, to help (1) meet the legal needs of immigrants in their communities and (2) encourage pro bono work, while conserving organizational resources. The Pro Se+ model can be adapted to meet the needs of immigrant communities being served and the diverse levels of resources and capacity of the organization.
COI & Welcome Legal Alliance, Pro Se Affirmative Asylum Module Series for Afghans Toolkit , Updated April 2023	This 128-page Toolkit was created as a “course in a box” to help legal services organizations be able to implement an 8-week module series to help asylum-seekers from Afghanistan affirmatively seek asylum. The resource includes outlines, trainings, templates, and samples.

B. Considerations for Running a Clinic that Involves Youth

There are many considerations to think through when designing a clinic. First, the organization wanting to host a clinic must determine the purpose for the clinic and the end-goal for what they hope to accomplish with the clinic to help their clients, clinic participants, and their organization. Additionally, they must determine who will volunteer at the clinic, who will be receiving services, and the necessary numbers for both participants and volunteers. Then, there are planning and logistics steps to consider. For example, what is needed pre-clinic, for the day-of the clinic, and what post-clinic steps and action items exist for the organization, volunteer, and/or participants. The “[Template Clinic Responsibilities Chart](#)” in the Appendix shows various stages of a clinic.

For a clinic that involves children and youth, there are additional considerations that are important to think through in advance to ensure that the plan and clinic design is child friendly. Below are some issues to consider and questions to ask when designing the clinic to ensure that the clinic is a good fit for youth and that the design helps meet the children’s needs in their case. This list is not exhaustive, but the goal is to help programs get started thinking through the issues.

Nature of Topics Covered: As mentioned above in [Section II.C.](#), there are several potential types of clinics that can be held to support children’s immigration cases. Additionally, frequently, volunteers are looking for these types of volunteer projects. That said, it is critical to be very intentional and thoughtful when designing a clinic both in the

flow/setup and the specific topics that will be covered. Many issues are well suited for a clinic, and other issues are better suited for different types of volunteer engagement projects. This is a judgement call per organization. However, keep in mind that it frequently takes more time to build rapport with youth. It is important to have space and time to gain trust to discuss more sensitive topics.

Additionally, volunteers' expectations in clinics may vary as well. Some clinics may involve attorneys and clients who have already met and established a relationship, while in other clinics the attorneys and participants will meet for the first time and may not enter into an attorney-client relationship. Some clinics provide the beginning to an ongoing working relationship, and others are a one-time event with no ongoing relationship. These are all factors that are important to consider when designing the clinic and for setting expectations with attorneys and participants alike.

Questions to consider:

- What is the nature of the clinic?
- Will sensitive content be discussed?
- Is this topic well suited for a clinic? Does it require a longer meeting or multiple meetings outside a clinic setting?
- Does the volunteer/pro bono attorney have a prior working relationship with the participant or did they just meet?
- Will any volunteers be entering into an attorney-client relationship with clinic participants?
- Is there an expectation that the working relationship will continue outside of the clinic or is this a one-and-done volunteer event?
- Will the attorney assist with a discrete portion of the case or take on full representation of all aspects of the case?
- Will there be enough time to build rapport with the pro bono attorney?
- Will there be enough time to make the child feel at ease and comfortable to discuss the relevant topics?
- How will the space be set up to have a confidential area to speak to the youth?
- Will the clinic be held virtually or in-person? And what is the best approach for the youth being served?
- Will this be a one-time clinic or is it part of an ongoing series of clinics that the pro bono attorney and youth will attend?

Clinic Attendees & Youth Involvement: It will depend on the purpose of the clinic whether it will be necessary for the youth to attend the clinic or not, and if they need to attend, how involved the youth will need to be.

For example, the [creative model](#) on NMILC's SIJS clinics provides an example where the youth have a representation agreement with NMILC, and the adult signs a representation

agreement with the pro bono attorney at the clinic. The clinic focuses on preparing a state court order that is later relevant to the youth's SIJS case. Since the state court mechanism in New Mexico is generally through a guardianship, the pro bono attorney primarily works with the adult. Clinic volunteers provide childcare, if needed, for the youth and their siblings when they are not involved in the conversations.

There may be other instances where it will be necessary for the youth to attend the clinic and be more engaged in the process.

Questions to consider:

- Who is the person being helped at the clinic—the youth, supportive adult/relative, or family-unit?
- How much information will be gathered through interviews at the clinic? Is it possible to gather the necessary information another way (e.g., research, form drafting based on documents provided, etc.)?
- Does the youth need to come to the clinic to provide information, complete documents, or for some other reason?
- Will the pro bono attorney speak with both the supportive adult/relative/sponsor and youth? Who are they primarily speaking with at the clinic?
- Did the clinic organizer obtain the youth's permission in advance of the clinic?
- Is childcare provided at the clinic for the youth and any siblings?

Clinic Space & Setup: It is important for the space to be set up in a way that makes sense for both the purpose of the clinic and for youth and children—if they are going to attend. For example, it is essential to have confidential spaces to talk with any supportive adults and the youth. The number of confidential spaces will depend on how many people plan to attend the clinic and if there will be a waiting room. It is best to have additional spaces to accommodate needs that arise.

It will also help to make the space comfortable and inviting. When planning the clinic design, consider the flow of the day and if there will be a constant schedule or if there is some down-time built in or waiting periods. Have child-friendly supplies like toys, music, pillows, art supplies, and fidget toys to help children focus during meetings and have something to do when they need a break. Get creative and incorporate some fun into the event, if at all possible, for everyone involved. Also consider the age of the children who will be present and consider having a few back-up supplies such as diapers and wipes if needed and ensure that the bathrooms are set up well for children.

Questions to consider:

- Are there enough confidential spaces to accommodate the number of people attending? Have volunteers been trained on confidentiality issues?
- What is the lighting and sound like? For example, does the lighting make it feel sterile and cold or warm and inviting? Does sound travel through the space, and it reduces the level of privacy? Or is there a lot of outside traffic noise that is distracting?
- Are there supplies such as crayons and paper and fidget toys to help children have something to do with their hands during meetings?
- Are there marker boards or other paper and markers that volunteers can use to help explain issues and ask questions?
- Is there a comfortable area with pillows and some games and calming toys that youth and children can play with if there is a break during the day or if they need a break?
- Is there a private area with music and tissues if someone gets upset or needs to listen to something calming to take a break?
- Is there a space for volunteers and/or participants to eat if there's a meal break?

Clinic Duration: If children and youth will attend the clinic, it is very important to consider the total duration of the clinic as children's attention span is shorter. Consider how long volunteers will be present at the clinic and how long it will be necessary for children or youth to be there that day. It is an important balance because the clinic must be long enough to be productive, but short enough so that children and youth can meaningfully engage. Also, consider incorporating breaks, meals, and snacks for both the volunteers and clinic participants.

Questions to consider:

- How long is needed to accomplish the clinic's goal?
- How long is it necessary for staff to be there that day? Volunteers? Clinic participants/clients? Other people participating and/or seeking assistance?
- Will youth, children, and/or supporting adults be engaged in conversation the entire time, or will there be breaks?
- What meals, snacks, drinks will be provided and make sense for the duration of the clinic?

Family Groups: When working with family groups, advocates must consider the full family unit and each individual's goals, needs, and interests. Oftentimes, this brings in ethical questions, strategy considerations, and the need to set expectations and clear lines of communication amongst different family members. If your clinic is working with family groups, think through the considerations raised in this resource and ensure that the children's voices are also being heard, if needed. Sometimes, it helps to focus on working with the adult(s) to spare the children from having to be more involved than necessary in

the legal matter. Yet, this is a delicate balance and depends on the facts involved in each case. If multiple people in the family unit are seeking relief, educate volunteer attorneys in advance about potential ethical issues that can arise in dual representations, such as conflicts of interest and confidentiality concerns.

Questions to consider:

- How do clinic organizations and volunteer attorneys make sure to consider the child's interests?
- In what situations is it helpful and/or necessary to speak to all members of the family?
- Do the family members' goals and case strategies align?
- How is the space set up if volunteers need to speak with a family member separately in a confidential area?
- What expectations have been set up for the family in terms of their case and lines of communication? Are any changes or clarifications needed to that plan?
- What trainings have been provided to volunteers on working with family units?

Interdisciplinary Support: It is common for clinics to have a few experienced volunteers or staff members attend who are experts on the substantive topics involved in the clinic and can answer questions for other volunteers. When planning a clinic that involves youth and children, it also makes sense to have some individuals who are skilled at working with children attend the clinic to be a back-up support, if needed. Social services staff members can also assist at the clinic—to be a support if needed in a difficult conversation, provide assistance and information to sponsors, or connect participants and their families to local community resources.

Questions to consider:

- Does the clinic organizer have someone on the team that brings years of experience working with children and can aid in difficult conversations or to help facilitate effective communications if tricky situations arise?
- Is there a social services team member who can attend the clinic to provide support and/or resources?

Experience Level & Trainings: When preparing for a clinic, there will likely be some aspect of volunteer training in advance. It is always a good idea to incorporate some training on trauma-informed lawyering and cultural humility into these trainings in addition to the specific legal relief that will be covered. Providing these trainings can help volunteers more confidently and effectively communicate and work with children and youth. When screening potential volunteers, it may help to gauge their experience level working with children and youth and whether they have taken relevant trainings.

Questions to consider:

- What experience does the volunteer bring?
- What trainings have the volunteer already attended?
- What training has been offered as required and optional to the volunteer?
- Will trainings be provided in advance and/or during the day of the clinic?

Since the focus of this resource is on clinic documents and not trauma-informed lawyering nor how to work with children generally, these issues are beyond the scope of this resource. However, below are several resources on these issues to review and consider using in pro bono programs.

Resources for How to Work with Youth & Trauma-Informed Lawyering

- CILA, "[Cultural Competence and Humility: Guidance for Legal and Social Services Staff Working with Unaccompanied Children](#)," (June 2024)
- CILA, "[Onboarding Pro Bono Attorneys New to Working with Children](#)" (March 2024)
- CILA, "[CILA Pro Bono Guide: Working with Children and Youth in Immigration Cases](#)" (October 2023)
- CILA, "[Tips for Working with Migrant Children and Trauma-Informed Lawyering](#)" (October 2023)
- CILA, "[Introduction to Trauma-Informed Interviewing for Pro Bono Attorneys Working with Immigrant Children](#)" (October 2023)
- CILA, 101 webinar: "[Introduction to Working with Unaccompanied Children](#)" (September 2023)
- CILA, 101 webinar: "[Trauma Informed Lawyering with Unaccompanied Children](#)" (September 2023)
- CILA, "[A Toolkit for Navigating Difficult Conversations with Child Clients: Guidance & Examples](#)" (August 2023)
- CILA, "[Child Interviewing Techniques](#)" (November 2021)
- CILA, "[Trauma-Informed and Culturally Sensitive Pro Bono Programs](#)" (May 2021)

IV. Documents Used in Running a Clinic

Documents are a key part of any clinic and the primary focus of this resource. This section provides a general discussion of the types of documents to consider preparing for a clinic. The documents generally fall into three categories: (1) internal administrative documents, (2) documents for the clinic volunteers, and (3) documents for clinic participants (or the people receiving services at the clinic). The [Appendices](#) provide samples or templates for many of the documents discussed in this section.

A. Clinic Administration Documents

Clinic Organization & Planning: Documents help organizers run the clinic. Checklists and other planning documents are used to organize and delegate tasks that need to be done before, during, and after the clinic. These can be designed to best serve the needs of the clinic and may vary based on the organization and purpose of the clinic. In general, the planning documents should provide an overview of the clinic process and designate the roles and responsibilities of the staff members. The Appendices include a “[Template Clinic Responsibilities Chart](#).” Check out additional examples of clinic planning documents from the Maryland Pro Bono Resource Center [here](#) (see pages 1-8), and an example clinic agenda from KIND [here](#).⁷

Communication with Volunteers: It is important to act quickly when a volunteer expresses interest. Having template emails helps alleviate the bulk of work done each time. The Appendices include a “[Template Communications with Clinic Volunteers](#)” that have a “Welcome Email,” “Reminder Email,” and “Thank You Email.”

Screening Participants & Volunteers: Most clinics also require documents to assist with pre-screening participants and/or volunteers. Intake forms can be used in advance or on the day of the clinic to ensure that those who participate are eligible for the relief or benefit being sought. Screening identifies anyone who might not be best served in a clinic setting, such as those who have higher needs or complicated cases. The Appendices include a “[Sample Intake & Screening Form for Clinic Participants](#).” Page 11 of the [sample clinic materials](#) from the Maryland Pro Bono Resource Center includes another example of a screening form for participants.

Additionally, the organization may need to screen volunteers in advance. This [interview guide](#) from the Rocky Mountain Immigrant Advocacy Network (RMIAN) has sample questions for screening interpreters.⁸

Training Volunteers: Most volunteers will need to be trained on substantive legal issues and/or how to complete the immigration forms. The details will depend on the type of clinic. Many organizations host a training (live or recorded) for volunteers prior to the day of the clinic and provide volunteers with reference materials to use on the day of the clinic. The Appendices include “[Sample Training Slides for Volunteers](#),” “[Sample Volunteer Orientation Script](#),” “[Sample Interpreter Orientation Script](#),” and “[Sample Best Practices for Remote Clinics Via Zoom](#).”

⁷ These additional sample documents are from the written materials provided by presenters at the 2023 ABA CILA & COI Pro Bono Symposium. Learn more about the symposium. “1st Pro Bono Symposium hosted by the ABA Children’s Immigration Law Academy & Commission on Immigration,” CILA (Dec. 4, 2023), <https://cilacademy.org/wp-content/uploads/2023/12/2023-CILA-COI-Pro-Bono-Symposium.pdf>.

⁸ This sample guide was shared as part of the 2023 ABA CILA & COI Pro Bono Symposium.

B. Documents for Clinic Volunteers

Volunteer Agreement: Clinic volunteers are generally required to sign an agreement with the organization running the clinic to acknowledge that they understand the purpose of the clinic and their responsibilities, including confidentiality requirements. For repeat volunteers, the organization may have an agreement that covers their participation in any events hosted by the organization. Some organizations may also need to have standalone confidentiality agreements for people helping at the clinic who are technically not “volunteers,” such as paid interpreters. Likewise, there may be separate agreements for attorney volunteers and non-attorney volunteers.

The Appendices include a “[Template Attorney Clinic Volunteer Agreement](#)” and “[Template Non-Attorney Clinic Confidentiality Agreement](#).”

For other example agreements check out this [sample interpreter agreement](#) from RMIAN and [sample pro bono attorney agreement](#) for limited representation from Latino Memphis.⁹ Although not specific to clinics, CILA & COI have other examples of pro bono volunteer agreements in the [ABA CILA & COI Pro Bono Program Resources & Templates Toolkit](#) (July 2022).

Clinic Instructions & Forms: Instructions and guidance for volunteers are critical. These documents assist the volunteers in achieving the purpose of the clinic. Volunteers need clear, tailored guidance on what they are expected to do at the clinic. Having thorough instructions for volunteers further helps ensure that the clinic runs smoothly.

Guidance and instructions for volunteers can take various forms, including checklists, instructions, annotated application forms, frequently asked questions (FAQs), and other types of informational handouts. For virtual clinics, additional documents may be needed to explain the technology being used and to address common tech issues. These documents can be sent to volunteers in advance of the clinic to help them prepare.

The Appendices include a “[Sample Tip Sheets & Instructions for Clinic Volunteers](#)” “[Sample Annotated Form for Clinic Volunteers](#),” “[Sample Day of Checklist & Instructions for Volunteer Legal Captains](#),” and “[Sample Instructions for Volunteers on How to Troubleshoot Common Issues](#).”

For other examples check out pages 9-11 of the [sample clinic materials](#) from the Maryland Pro Bono Resource Center that also includes a sample Tip Resource Sheet

C. Documents for Clinic Participants

Clinic Agreement: Clinics require documents for the participants or people seeking services at the clinic, including some kind of agreement between the organization running the clinic and the participants. This can be provided to participants in advance of the clinic, or the

⁹ Both of these sample documents were shared as part of presentations for the 2023 ABA CILA & COI Pro Bono Symposium.

organization can have volunteers complete the agreement with the participants on the day of the clinic. The agreement should explain the purpose and any limitations of the clinic. It is especially important to inform participants if the clinic is not providing any legal services. Any agreement signed by the participants is usually kept in the files of the organization running the clinic. The Appendices include a “[Template Pro Se Clinic Participant Agreement](#).”

Information for Participants: Other documents may be given to clinic participants to keep. For instance, if the clinic is helping someone complete an application for relief and the participant is expected to file the application (as opposed to the organization running the clinic), the participant should be given a document with detailed instructions on next steps, including how to submit the application. Participants may also need additional information about the organization running the clinic and other available resources, such as language or citizenship classes. The Appendices include “[Sample Closing Checklists for Participants](#)” that provide this type of information.

For other examples, see pages 20-30 of the [sample clinic materials](#) from the Maryland Pro Bono Resource Center that includes examples of documents for participants at in-person clinics with information about next steps and seeking feedback on the clinic.¹⁰

D. Documents Timeline

COI and CILA developed the below [chart](#) to help organize these documents with information about when the documents discussed above are typically used and some guidance on recommended documents to focus on in the preparation process.

V. Additional Resources

CILA and COI offer several resources to support legal service organizations and pro bono coordinators with planning and running pro bono events. For instance, check out the [ABA CILA & COI Pro Bono Program Resources & Templates Toolkit](#) (July 2022) for more templates and information for pro bono coordinators. Both organizations have newsletters that share pro bono updates and resources. Sign up for COI’s *Pro Bono Spotlight* newsletter [here](#) and for CILA’s *Pro Bono Matters* quarterly newsletter [here](#). CILA also hosts a quarterly working group for pro bono coordinators nationwide. Learn more about CILA’s working groups [here](#). Additionally, CILA’s [Creative Pro Bono Models](#) webpage features different ideas for pro bono engagement and programs.

¹⁰ These materials were shared as part of the 2023 ABA CILA & COI Pro Bono Symposium.

Clinic Documents Timeline

Document	Audience or Individuals Involved	Timeline	Recommendation	Related Appendix Example
Clinic Responsibilities Chart (includes pre-day of, and post-clinic)	Clinic administrators	One month before clinic through end of clinic	Helpful	A.1.
Clinic Participant Intake	Clinic administrators, participants	Three to six weeks before clinic	Required	A.3.
Clinic Participant Agreement	Participants	Two weeks before clinic	Required	C.1.
Attorney Clinic Volunteer Agreement (includes confidentiality section)	Volunteer attorneys	Two weeks before clinic	Required	B.1.
Non-Attorney Confidentiality Agreement	Paid interpreters, non-volunteer facilitators, non-attorney volunteers	Two weeks before clinic	Required	B.2.
Annotated Immigration Form(s)	Volunteers	One week before clinic	Helpful	B.5.
Tip Sheet & Instructions	Volunteers	One week before clinic	Helpful	B.3.
Closing Checklist for Participants	Participants	Day of at end of clinic	Required	C.3.
Training Materials	Volunteers	Two weeks before clinic	Helpful (sometimes required)	A.7.
Welcome Email	Volunteers	Two weeks before clinic	Helpful	A.2.
Welcome Email	Participants	Two weeks before clinic	Helpful	C.2.
Reminder Email	Volunteers	Day before clinic	Helpful	A.2.
Reminder Email	Participants	Day before clinic	Helpful	C.2.
Thank you Email	Volunteers	Day after clinic	Helpful	A.2.

Appendices: Samples & Templates

The Appendices provide samples and/or templates of key documents for running a pro bono legal clinic. Templates will need to be reviewed closely and updated to fit the needs of the organization. The cover pages for templates also have links to access an editable Word document of the template. Note that many of these samples and templates are based on remote or virtual clinics. In-person clinics may use similar documents, but the details will likely need to be adapted to the logistics of having people attend in-person.

The resources contained in this toolkit are for informational purposes only and should not be construed as containing legal advice. All templates or samples included in the toolkit are intended to be tools to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in the templates or samples (e.g., filing requirements, mailing addresses, fees, etc.) *should not* be relied upon, as that information has not been reviewed or updated recently, and the information might be outdated. Additionally, this toolkit is not comprehensive. We simply aim to highlight some information and resources to get you started.

A. Documents for Clinic Administration



A.1. Template Clinic Responsibilities Chart

A successful clinic requires individuals to deftly manage different components simultaneously. Stay organized and accountable using this document in the pre-, day-of, and post-clinic phases. This document aims to dole out all responsibilities, big and small, so that the clinic runs smoothly, and everyone knows what is expected of them. The tasks and persons responsible will vary depending on the type of case, whether the clinic will be held in-person or virtually, and the number of people able to assist in the clinic administration. This template was adapted from a form used by the ABA's Commission on Immigration in a legal screening clinic.

This resource is for informational purposes only and should not be construed as containing legal advice. This template is included as a tool to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in this template (e.g., filing requirements, mailing addresses, fees, etc.) *should not* be relied upon, as it has not been reviewed or updated recently, and the information might be outdated.

[Access an editable Word document of this template here.](#)

Template Clinic Responsibilities Chart

CONTACT LIST

<u>ROLE</u>	<u>NAME(S)</u>	<u>CONTACT INFO</u>
<u>Legal</u>		
<u>Legal</u>		
<u>Legal</u>		
<u>Tech</u>		
<u>Tech</u>		
<u>Translator</u>		
<u>Translator</u>		
<u>Translator</u>		

PRE-CLINIC

	Task	Assignment
Manage Participant Communications	Translate confirmation email into LANGUAGE	Translator NAME
	Translate reminder email into LANGUAGE	Translator NAME
	Translate Next Steps email into LANGUAGE	Translator NAME
	Send confirmation email to participants via Software (or manually) when they register	Tech NAME
	Send reminder email to participants <u>2 days before the clinic</u> (include date/time of appointment and address/webinar link)	Tech NAME
	Send reminder text/WhatsApp to participants <u>1 day before the clinic</u> (include date/time of appointment and address/webinar link)	Tech NAME
	<u>Day of clinic</u> , send list of participants to Legal Captains	Tech NAME
Manage Volunteer	Send confirmation email to volunteers when they register	Legal NAME

Communications	<u>At least 1 week before clinic</u> (or as soon as they sign up if less than 1wk) send second confirmation email with training materials and link to Tip Sheet	Legal NAME
	Send calendar invite at the <u>same time as confirmation email</u>	Legal NAME
	The <u>day before clinic</u> , send reminder email	Legal NAME
	Create volunteer list for attendance	Legal NAME
	Share volunteer list with other Legal Captains	Legal NAME
Manage Interpreter Communications	Coordinate the number of interpreters needed for the clinic	Tech or Legal NAME
	Finalize interpreter list	Tech or Legal NAME
	Share interpreter list with Legal and Tech Captains	Tech or Legal NAME
Manage Shared Virtual Folders	Finalize Tip Sheet	Legal NAME
	Update shared virtual folder with resources and signed/dated preparer page	Legal NAME
	Update shared virtual folder with participant documents	Tech NAME

DAY OF CLINIC

Time	Task	Assignment
<i>Ongoing Tasks</i>	Take attendance of volunteers	Tech NAME
1:30 – 4:30 pm <i>Appointment Slots at</i> 1:30 pm 2:30 pm 3:30 pm	Take attendance of participants	Tech NAME
	Monitor chat on Zoom and WhatsApp	Tech NAME and Legal NAME
	Upload documents to shared virtual folder, as needed	Tech NAME
	Watch the WhatsApp chat for legal questions	Legal NAME
	Bounce around to rooms to proactively address issues, as needed	Legal NAME
	Perform Legal Reviews	Legal NAME
1:00 pm	Log on early	Legal NAME, Tech NAME, Interpreters NAME

	Assign co-host privileges to all Legal Captains and Tech Captains	Tech NAME
	Create waiting room	Tech NAME
1:15 pm <i>Orientation for Volunteers</i>	Start admitting volunteers and interpreters only	Tech NAME
	Create breakout room for interpreter orientation	Tech NAME
	Send interpreters to breakout room	Tech NAME
	Give interpreter orientation	Legal NAME
	Give volunteer orientation	Legal NAME
	Provide Tip Sheet link and WhatsApp link in webinar chat	Tech NAME
	Provide Tip Sheet link in WhatsApp chat	Tech NAME
	Watch the webinar chat and WhatsApp chat for tech questions	Tech NAME
	Watch the WhatsApp chat for legal questions	Legal NAME
1:30 pm – Participant Appointments #1	Admit participants	Tech NAME
	Give participants orientation	Legal NAME
	Provide instructions in the chat for renaming participants	Tech NAME, Translator NAME
	Help rename people	Tech NAME (and Legal NAME as needed)
	Create breakout rooms with 2-5 extra rooms	Tech NAME
	Send participants and interpreters to breakout rooms	Tech NAME
2:30 pm – Participant Appointments #2	Admit participants	Tech NAME
	Give participant orientation	Legal NAME
	Provide instructions in chat for renaming participants	Tech NAME, Translator NAME
	Help rename people	Tech NAME (and Legal NAME as needed)
	Send participants into breakout rooms with volunteers who haven't been matched with participant yet; or volunteers who have finished their first appointment	Tech NAME
3:30 pm – Participant Appointments #3	Admit participants	Tech NAME
	Give participant orientation	Legal NAME
	Provide instructions in chat for renaming participants	Tech NAME, Translator NAME

	Help rename people	Tech NAME (and Legal NAME as needed)
	Send participants into breakout rooms with volunteers who haven't been matched with participant yet; or volunteers who have finished their first appointment	Tech NAME

POST-CLINIC

	Task	Assignment
Participant Follow-up	Send Next Steps email to participants	Tech NAME
	Upload Exit Forms and Immigration Forms to shared folder	Tech NAME
	Make a list of any Exit Forms that are missing. If needed: - Reach out to volunteers who did not do Exit Form to ask them to complete + upload IMMIGRATION FORM pdf - Reach out to participants to get IMMIGRATION FORM pdfs	Tech NAME Tech NAME Tech NAME, Interpreter/Translator NAME
Volunteer Follow-up	Send Thank You email to volunteers	Legal NAME
	Send Thank You email to interpreters	Legal or Tech NAME
	Update Volunteer Spreadsheet with volunteers who participated	Legal NAME

A.2 Template Communications with Clinic Volunteers

Effective and accurate communication is critical for maintaining positive relationships with volunteers. The template communications include a welcome email, reminder email, and thank you email for clinic volunteers from communications used by the ABA's Commission on Immigration for Temporary Protected Status (TPS) clinics.

When using the templates, keep in mind that the welcome email typically introduces the volunteer to the clinic and provides essential information, such as the date and time of the clinic, location of the clinic or information for how to log in for virtual clinics, any documents volunteers need to sign in advance like the volunteer agreement, and information about trainings to complete in advance. The reminder email can be sent one or two days before the clinic and include similar information. The thank you email is sent shortly after the clinic and can include information about how to get involved in other projects or clinics they may be interested in.

This resource is for informational purposes only and should not be construed as containing legal advice. The templates are included as a tool to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in the templates (e.g., filing requirements, mailing addresses, fees, etc.) ***should not*** be relied upon, as it has not been reviewed or updated recently, and the information might be outdated.

[Access an editable Word document of this template here.](#)

Template: Welcome Email for Clinic Volunteers

Subject: Registration Received for DATE Temporary Protected Status Clinic

Hello,

Thank you for your interest in participating in the upcoming Temporary Protected Status Clinic! We look forward to working with you.

The Clinic date that you're scheduled to volunteer for is on **DATE, from TIME to TIME**. The Clinic will take place [virtually over PLATFORM or in-person at LOCATION]. For [instructions on Zoom or directions to the in-person location], please see the end of this email.

Please review and sign the attached Volunteer Agreement form prior to the Clinic. Additionally, please review the following trainings prior to the Clinic:

- Required Trainings
 - LINK
- Recommended Trainings
 - LINK

[IF VIRTUAL] PLATFORM link: LINK

You may join the Zoom meeting from your phone or computer but please ensure you are joining from a private and quiet space. **We recommend joining from a computer rather than a mobile device.**

Zoom instructions:

- Sign up for your own free account at <https://zoom.us/signup> with your email address. You will receive an email from Zoom. In the email, select Activate Account. Once you have an account you can click on the Zoom link above to join the meeting.
- For Zoom How-To videos, please see <https://learn-zoom.us/show-me>.

[IF IN-PERSON] ADDRESS OF CLINIC LOCATION

Directions:

- Using public transit: Take **BUS/METRO** to **CLOSEST BUS/METRO STOP**. Walk down **STREET** to **ADDRESS**. Please take the elevators to **FLOOR**.
- **PHOTO OF OUTSIDE BUILDING**

We look forward to meeting you! If you have any questions regarding your shift, please reply to this email.

Sincerely,

COORDINATOR INFORMATION

Template: Reminder Email for Clinic Volunteers

Subject: REMINDER: DATE Volunteer Shift for Temporary Protected Status Clinic

Hello,

Thank you for your interest in participating in the upcoming Temporary Protected Status Clinic! We look forward to working with you.

The Clinic date that you're scheduled to volunteer for is on **DATE, from TIME to TIME**. The Clinic will take place [virtually over PLATFORM or in-person at LOCATION]. For [Zoom instructions or directions to in-person location], please see the end of this email.

If you have not done so already, please review and sign the attached Volunteer Agreement form prior to the Clinic. Additionally, please review the following trainings and resources prior to the Clinic:

- Required Trainings
 - LINK
- Recommended Trainings
 - LINK

[IF VIRTUAL] PLATFORM link: LINK

You may join the Zoom meeting from your phone or computer but please ensure you are joining from a private and quiet space. **We recommend joining from a computer rather than a mobile device.**

Zoom instructions:

- Sign up for your own free account at <https://zoom.us/signup> with your email address. You will receive an email from Zoom. In the email, select Activate Account. Once you have an account you can click on the Zoom link above to join the meeting.
- For Zoom How-To videos, please see <https://learn-zoom.us/show-me>.

[IF IN-PERSON] ADDRESS OF CLINIC LOCATION

Directions:

- Using public transit: Take **BUS/METRO** to **CLOSEST BUS/METRO STOP**. Walk down **STREET to ADDRESS**. Please take the elevators to **FLOOR**.
- **PHOTO OF OUTSIDE BUILDING**

We look forward to meeting you! If you have any questions regarding your shift, please reply to this email.

Sincerely,

COORDINATOR INFORMATION

Template: Thank You Email for Clinic Volunteers

Subject: Thank You!

Hello,

Thank you for your help at the **DATE** Temporary Protected Status Clinic!

Many Afghans face uncertainty due to the limited immigration options currently available and your assistance provides a bridge between a vulnerable population and needed services. We truly appreciate your time and attention.

You can sign up to volunteer again at next month's clinic here **[INSERT LINK]**. We hope to work with you again soon!

Kind regards,

COORDINATOR INFORMATION

A.3. Sample Intake & Screening Form for Clinic Participants

Intakes are integral for ensuring the participants who signed up for the clinic are eligible for the services provided. Intakes can be part of the registration for potential participants or participants can register and then be contacted by someone to be screened. The comprehensiveness of the intake depends on the type of case. This intake sample is adapted from ABA's Commission on Immigration virtual Temporary Protected Status (TPS) clinic serving Afghans and was part of the online registration for potential participants.

This resource is for informational purposes only and should not be construed as containing legal advice. This sample is included as a tool to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in this sample (e.g., filing requirements, mailing addresses, fees, etc.) *should not* be relied upon, as it has not been reviewed or updated recently, and the information might be outdated.

Sample Intake and Screening Form

Please note this intake is not intended to replace a thorough initial legal screening and is only designed to screen for Afghan asylum cases that would make a certain individual an improper fit for the Series.

Intake Date: _____

Screener: _____

Biographical and Contact Information		
Name and Aliases	A Number	Country of Birth/Nationality
Date of Birth	Religion	Languages (* Preferred)
Race/Ethnicity	Gender/Pronouns	Marital Status
Home Address	Phone Number	Email

I need interpretation/translation services: Y/N

If yes, what is your preferred language and dialect? _____

I am a citizen of Afghanistan: Y/N

I have been present in the United States since September 20, 2023: Y/N

I have been paroled into the United States: Y/N

I have a pending application for asylum: Y/N

I already have work authorization: Y/N

I have left the United States since my arrival: Y/N

I have been arrested in the United States, Afghanistan, or any other country: Y/N

I have lived in another country before the United States after leaving my home country:
Y/N

If yes, what countries and for how long: _____

I have citizenship or residency in another country besides my home country: Y/N

I need to apply for a fee waiver: Y/N

If yes, do you or anyone in your family receive SNAP, Medicaid, TANF, free lunch,
or any other means-tested benefit?: Y/N

If yes, did you file taxes last year?: Y/N

I have other family members who are eligible for TPS and need to apply: Y/N

I am comfortable having conversations about my case and filing the application over
Zoom: Y/N

A.4. Sample Volunteer Orientation Script

This script was utilized to welcome the volunteers and provide an overview of the goals, laws, and procedures of the virtual Temporary Protected Status (TPS) clinic serving Afghans hosted by the ABA's Commission on Immigration. It may be modified to fit the laws and procedures of any type of legal immigration clinic.

This resource is for informational purposes only and should not be construed as containing legal advice. This sample is included as a tool to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in this sample (e.g., filing requirements, mailing addresses, fees, etc.) *should not* be relied upon, as it has not been reviewed or updated recently, and the information might be outdated.

Sample Volunteer Orientation Script

Afghan Re-Parole Clinic Volunteer Orientation Script

(Start Orientation approx. 10 min before the shift begins)

Thank you very much for volunteering today with the ABA COI Afghan Re-Parole Clinic. We would not be able to serve these Applicants seeking re-parole without volunteers like you, and we truly appreciate you taking the time to help today.

Jumping into the orientation—before your shift today, you all should have attended the virtual Clinic Training session or watched the recording and reviewed the Tip Sheet. This brief orientation is a refresher to remind you of some important clinic procedures detailed in the training and Tip Sheet.

First, if you haven't already, please change your name in Zoom to indicate your role, languages, and name. Form preparers should use "PREP" as their role, and interpreters should use "INT." For languages, use "ENG" for English, DAR for Dari, and PASH for Pashto. And then your first name. If you have trouble doing this, please raise your hand on Zoom or put a message in the chat and a Tech Captain will help you.

Next, you should have all joined the ReParole Clinic WhatsApp group. We'll put a link to the WhatsApp group in the Zoom chat right now. (Link: WhatsApp Group Invite). The link is also in the Tip Sheet. If anyone is having trouble joining the WhatsApp group please let us know and a Tech Captain can assist.

Speaking of the Tip Sheet, you should all have received the Re-Parole Clinic Tip Sheet before today's clinic. We are now putting a link to the Tip Sheet in the Zoom chat. Please use THIS VERSION of the Tip Sheet during today's clinic. The substance is the same as the version you previously received—the only difference is today's version contains links to a SharePoint with client documents. So please use the Tip Sheet that we just put in Zoom, with today's date at the top of page 1. You can click on the link now to open it up, and make sure you keep the Tip Sheet somewhere accessible so you can refer to it during the appointment.

Now for the clinic procedure: When we're done with this orientation, we'll assign Form Preparers and Interpreters to breakout rooms. Once you're in your breakout room, you will have some downtime as we let the Applicants into the Zoom, help them rename themselves, and send them to a breakout room. You can use this down time to review the Tip Sheet. Please be patient, we'll send an Applicant to you as soon as we can.

Once you're in the breakout room, please stay there. If you have any questions, use the WhatsApp group chat and a Legal Captain or Tech Captain will come to you. Write down

the breakout room number that you are in, so that if we get disconnected, we know where to send you once you re-join.

Once the Applicant joins, turn your camera on. Form preparers and interpreters should introduce themselves to the Applicant. Review the “red flags” eligibility questions with the Applicant. A list of these questions is found on pages 3-4 of the Tip Sheet.

One of the eligibility questions is to confirm that the Applicant's form I-94, Arrival/Departure Record, says “OAR” or “PAR” as the Class of Admission. To confirm this, click on the link in the Tip Sheet that will take you to a folder of client documents. This link to client documents is why it is SO important that you use today's version of the Tip Sheet. Find your Applicant's documents. Review the I-94 to make sure it says “OAR” or “PAR” Parole, and make a note of which one is on the document because you will need that info as part of the application. You do not need to download the I-94 onto your computer. You do need to download the EAD, which is found in the same folder, because that will be part of the application.

Follow the instructions in the Tip Sheet for logging into myUSCIS. If possible, give the Applicant control of your screen so that they can enter their log-in credentials, then you take control back to continue the application. If that's not possible, ask the Applicant to share the log-in credentials in the Zoom chat. Only the people in the breakout room can see the chat, and the information will not be saved. Follow the instructions in the Tip Sheet for logging in and completing the 2-Step Authentication.

Follow the instructions in the Tip Sheet for completing the I-131 application for Re-Parole. There is a link to an Annotated Online Form I-131 on page 3 of the Tip Sheet, and you can follow that for step-by-step guidance on filling out the Form I-131. When you get to the page that says, “Review the I-131 Form Information,” message a Legal Captain for legal review.

You will need to upload the Preparer's Statement. **REMEMBER, YOU ARE NOT THE PREPARER** For purposes of this clinic, we only have one preparer, NAME, who is one of the Legal Captains. You will use NAME's information when filling out the Preparer's Information in the I-131, and there is a link to a signed and dated Preparer's Statement in the tip sheet, so you can download that to your computer and then upload when prompted in the I-131.

After the Legal Captain has reviewed the form, you can submit it. Follow the instructions in the Tip Sheet for how to submit the application. After you have submitted the application, go to the “Go to My Cases” button and download the submitted pdf of the application.

Find the link to the Exit Form in the Tip Sheet and complete the Exit Form, including uploading the documents required, while the Applicant is still in the breakout room.

Review the “next steps” listed in the Exit Form with the Applicant. Then the Applicant can log off, and you can come back into the main Zoom lobby.

As a reminder, if you have any questions throughout the clinic, send a message in WhatsApp and a Legal Captain or Tech Captain will come assist.

As we mentioned in the emails about your volunteer shift, the clinic today is being held in conjunction with the Afghan Support Center held in Seattle. Afghan Support Centers are like resource fairs where Afghans can get support from a variety of service providers, including legal service providers. They are walk-in events, and we do not know how many people will be joining us from Seattle today. We also don’t know how many family groups might be joining us—meaning we might have large numbers of applicants joining from one device, so we need to serve them back-to-back rather than consecutively. These are the realities of a virtual clinic where we are trying to serve people who otherwise would not have legal assistance.

We truly appreciate you all being here on “standby,” ready to assist depending on the numbers of applicants. This means that some of you will not be working with an applicant right away. Once we know how many applicants will be joining us initially, we will communicate to those of you who do NOT have an applicant yet and will ask you to wait until more applicants join. You are welcome to complete other work or step away from your computer—please just keep an eye on WhatsApp and Zoom so that we can ping you and notify you right away when an applicant has joined for you to work with. We also might place some of you in pairs today.

Are there any questions before we get started?

We will now begin assigning you to your breakout rooms. When the invitation pops up on your screen, please join the breakout room. Thank you all again for volunteering your time today!

A.5. Sample Interpreter Orientation Script

This script was utilized to welcome the interpreters and provide an overview of the goals and procedures of the virtual Re-Parole clinic serving Afghans hosted by ABA's Commission on Immigration. It may be modified to fit any type of legal immigration clinic.

This resource is for informational purposes only and should not be construed as containing legal advice. This sample is included as a tool to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in this sample (e.g., filing requirements, mailing addresses, fees, etc.) *should not* be relied upon, as it has not been reviewed or updated recently, and the information might be outdated.

Sample Interpreter Orientation Script

(Send interpreters to a separate breakout room for orientation)

Thank you very much for joining us today as we help Afghan applicants complete their applications for re-parole.

In a few minutes, we will ask you to join a Zoom breakout room, where you will be joined by volunteer Form Preparers and an Applicant seeking assistance. But before we begin, we want to give you a brief orientation to help you understand the clinic procedures.

First, please change your name in Zoom to indicate your role, languages that you speak, and your name. For interpreters, your name should use INT for interpreter, then DAR for Dari and PASH for Pashto, then your first name. If you speak both Dari and Pashto, please indicate both languages. I'm going to change my Zoom name now as an example [*whoever is giving the orientation, change your Zoom name to INT/DAR+PASH/First Name*]. Now you can see my name has been changed – please follow this format. This allows us to easily identify who is in what role on the Zoom, and helps us match you with applicants who speak the languages you speak. If anyone is having trouble changing their Zoom name, please let me know and someone can assist you.

Once you are in a breakout room with a volunteer Form Preparer and an Applicant, please turn on your camera. It is helpful for Applicants to be able to see who they are speaking with. Please introduce yourself to the Applicant and explain that you are the interpreter.

The volunteer Form Preparer will then lead the Applicant through the application for re-parole. The Form Preparer should stop every 2-3 sentences to give you time to interpret. Please interpret exactly what was said, not a summary of what was said. Similarly, when the Applicant is talking, remind them to stop every 2-3 sentences so that you can interpret into English. Interpret exactly what the applicant has said, not a summary of what was said.

Pay attention to whether the Applicant speaks a different dialect than you do; if you're having trouble communicating, please let the volunteer know, and we can switch interpreters or find another way to help.

Now we are all going to go back into the main Zoom lobby, and in a few moments, you will be assigned to breakout rooms. Some of you will not be assigned to a breakout room right away, because we will ask you to stay in the lobby to help us communicate with Applicants as they log-in to the clinic.

A.6. Sample Best Practices for Remote Clinics Via Zoom

Some clinics are held virtually using platforms such as Zoom. It is helpful to create a best practices document regarding technological notes and plans for the clinic administrators and anyone who will help that day to run logistics. This will ensure that the clinic facilitators are all on the same page regarding what needs to occur technologically for the remote clinic to run smoothly. This toolkit includes a sample best practices document for remote clinics held via Zoom to provide an example of what information to include. This sample was previously used by the ABA's Commission on Immigration.

This resource is for informational purposes only and should not be construed as containing legal advice. This sample is included as a tool to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in this sample (e.g., filing requirements, mailing addresses, fees, etc.) *should not* be relied upon, as it has not been reviewed or updated recently, and the information might be outdated.

Sample Best Practices for Remote Clinic Via Zoom

For various Zoom how-to videos see <https://learn-zoom.us/show-me>.

Double check that your Zoom settings are appropriate:

- ☐ Use a Zoom for Business Account.
- ☐ Enable waiting room so participants can wait in the waiting room while volunteers are participating in orientation.
- ☐ Enable meeting polls/quizzes.
- ☐ Enable screen sharing.
- ☐ Enable remote control.
- ☐ Enable breakout rooms.
- ☐ Enable cohosts.
- ☐ Enable language interpretation, if applicable.
- ☐ Disable livestreaming of meetings.

Scheduling the Clinic:

- ☐ Set the series as “reoccurring” if you know you will have multiple clinics (weekly, monthly, etc.) so the link remains the same.
- ☐ Be sure that your time zone is correct.

Before the Clinic:

- ☐ Set up a WhatsApp or other desktop messenger for volunteers, lecturers, and staff attorneys to communicate during the clinic and ask questions (do NOT use Zoom, where the questions are viewable to everyone).
- ☐ Send reminder emails to the applicants.
- ☐ Send reminder emails to the volunteers.

Day of the Clinic:

- ☐ Have all volunteers (Form Preparers, Legal Captains, and Interpreters) sign on 15 minutes early for orientation and to troubleshoot technical issues, while keeping all applicants in the waiting room.
- ☐ Use the chat function to send a message to the applicants in the waiting room such as “Hello everyone, we will be starting shortly.”
- ☐ The host should designate at least one volunteer or colleague (preferably a Legal Captain or someone who will be online for the entire clinic) as a cohost. This is to ensure that the Zoom meeting will remain open even if one host is disconnected.
- ☐ Designate someone (must be the host or a cohost) to set up the breakout rooms.
 - o Select “breakout rooms.”
 - o Update the number for “create X breakout rooms” to the number of applicants and two additional rooms (e.g., for 15 applicants, there should be 17 rooms).
 - o Click “assign manually.”

- Assign each applicant to a room.
- Then, assign a Form Preparer to each applicant.
- Click “options” to confirm that “Allow participants to return to the main room at any time” is toggled.



A.7. Sample Training Slides for Volunteers

It is generally helpful to provide training to volunteers on the substantive law in advance of a clinic. These slides were created to train volunteers on the law and procedures behind the virtual Temporary Protected Status (TPS) clinic serving Afghans hosted by ABA's Commission on Immigration. These slides require updates.

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Sample Training Slides for Volunteers (TPS)

2/16/2023

TEMPORARY PROTECTED STATUS (TPS) 101 FOR AFGHANS



1

ROADMAP

- TPS Overview
- Eligibility requirements
 - Checklist for filing for TPS
 - Supporting evidence
- Bars to TPS & Special considerations for Afghans
- Employment Authorization & Filing Fees
- Other Considerations
 - Processing times
 - TPS + Other Immigration Statuses
- Common FAQs



2

TPS OVERVIEW



3

WHAT IS TEMPORARY PROTECTED STATUS (TPS)?

- TPS is a short-term benefit for noncitizens who cannot safely return to their home country due to conditions that prevent the home country from adequately handling the noncitizen's return
 - Immigration Act of 1990 (P.L. 101-649)
- Examples
 - Ongoing armed conflict (e.g., civil war)
 - Environmental disaster (e.g., hurricane, earthquake)
 - Other extraordinary, temporary circumstances (e.g., epidemic)
- A country must be designated by the Secretary of the Department of Homeland Security (DHS) after consultation with the Secretary of State



4

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HOW A COUNTRY GETS DESIGNATED FOR TPS

- The Secretary of DHS first designates a country as being eligible for TPS, and then the United States Citizenship and Immigration Services (USCIS) issues a Notice in the Federal Register
- Noncitizens apply for **TPS (Form I-821)** and may apply for an **Employment Authorization Document** (EAD, or work permit) (**Form I-765**) with USCIS
- TPS is typically granted for an 18-month period (the expiration date is the same for everyone from a given country, regardless of when they apply)
- At least 60 days prior to the expiration of the TPS designation, the Secretary of DHS determines whether to **extend** (current TPS holders can renew status), **re-designate** (additional noncitizens can apply), or **terminate** (benefits expire) the Temporary Protected Status



5

ELIGIBILITY REQUIREMENTS: AFGHANS

- 1) Applicant must be an **Afghan national** (or stateless with their last habitual residence in Afghanistan)
- 2) Applicant must have had **continuous residence** in the US since **March 15, 2022**
 - Continuous residence means that the applicant has been residing in the US since that date
 - Exception: temporary departure for brief, casual, and innocent reason
- 3) Applicant must have had **continuous physical presence** in the US since **May 20, 2022**
 - Continuous physical presence means that the applicant has actually been physically here in the US during the time specified
 - Exception: temporary departure for brief, casual, and innocent reason
- 4) Apply within the initial designation period (for Afghans, until **November 20, 2023** to apply)



6

3



BENEFITS OF TPS

- TPS holder is not subject to immigration detention or removal
- TPS holder is eligible for an EAD (work permit)
- TPS holder is eligible to apply for travel authorization (advance parole)
- Having TPS does not bar the noncitizen from seeking or obtaining other forms of immigration relief
- Though the noncitizen should know and follow the requirements to stay in status for all their immigration statuses



7

LIMITATIONS OF TPS

- The status is only for a short duration (6-18 months)
 - Currently TPS for Afghanistan expires on November 20, 2023, but we should know whether TPS is re-designated or extended by September 2023
- The status does not offer a pathway to residency (green card) or citizenship
- There is no follow-to-join opportunities (i.e., the TPS holder cannot bring their family from home country to join them)
- Similarly, there is no derivative status available
 - Each member of the family must apply individually for TPS



8

4



TPS ELIGIBILITY REQUIREMENTS



9

TPS FOR AFGHANS



- **TPS Registration Period:** 05/20/22 – 11/20/23
- **Basis for Designation:**
 - Per Federal Register Notice: "In August 2021, the Taliban took over Kabul after waging a 20-year insurgency against the government of Afghanistan and U.S. and NATO forces. Armed conflict and insurgency continue throughout the country of Afghanistan. The Taliban is seen as both ill-equipped and unwilling to meet the country's numerous challenges including the current security situation, economic collapse, a crumbling healthcare system, severe food insecurity, and respect for human rights. Afghanistan is undergoing a humanitarian disaster."
- **Requirements:**
 - Must have **continuously resided** in the U.S. since 03/15/2022; individuals who enter after 03/15/2022 not eligible.
 - Must show **continuous physical presence** since 05/20/2022



10

10

5



ELIGIBILITY FOR TPS - NATIONALITY

- Proving Nationality (or stateless w/ last habitual residence in designated country)
 - Passport, birth certificate, other national ID document
 - If stateless: sworn affidavit, secondary evidence of residence in designated country



11

11

ELIGIBILITY FOR TPS - CPP

- How do we provide someone has been **continuously physically present** in the U.S.?
- Proof of date of entry to the U.S.
 - If entered lawfully: passport (entry stamp), or I-94 entry record.
 - If entered without permission:
 - documents issued by immigration (detention records, notice to appear, etc.), or
 - any other documentation showing "continuous residence" (on next slide).



12

12

6



ELIGIBILITY FOR TPS - CR

- What does it mean to have been **continuously residing (CR)** in the United States?
 - Continuously resided means **residing** in the U.S. for the entire period specified in the regulations.
 - An alien shall not be considered to have failed to maintain continuous residence in the U.S. by reason of a **brief, casual and innocent absence** ... or due merely to a brief temporary trip abroad required by emergency or extenuating circumstances outside the control of the alien. **8 CFR 244.1**



13

13

ELIGIBILITY FOR TPS - CR

- How do we prove someone has been **continuously residing (CR)** in the US?
- Documents with client's name, date, establishing U.S. location
 - **Helpful:** Receipt for client checking out books at the local library on x-date
 - **Not helpful:** Receipt from grocery store on x-date that does not bear client's name
- Examples:
 - Employment records;
 - Rent receipts, utility bills, receipts or letters from companies;
 - School records from the schools attended in the U.S.;
 - Hospital/medical records re treatment or hospitalization; or
 - Attestations by church, union or other organization officials who know you and where you have been residing.



14

14

7



SUPPORTING EVIDENCE

- Any documents in a foreign language must be translated into English and be accompanied by a certified translation
- Does not need to be prepared by a professional translator
- Individual signing only needs to be competent in English and the foreign language



15

BARSTO TPS & SPECIAL CONSIDERATIONS FOR AFGHANS



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16

8



BARSTO SEEKING TPS

- Conviction of any felony or two or more misdemeanors in the US
- Inadmissible under INA § 212(a)
 - Some bars are waivable (**Form I-601**)
 - Prostitution, certain controlled substance violations, drug abuse or addiction, fraud, smuggling
 - Some bars are not waivable
 - Crimes involving moral turpitude, multiple criminal convictions, drug trafficking, security threats, terrorism, adverse foreign policy considerations, participants in Nazi genocide



17

BARSTO SEEKING TPS, CONTINUED

- All mandatory bars to asylum under 8 USC § 1158(b)(2) also apply to TPS
- A non-exhaustive list:
 - Having participated in persecution of another person
 - Conviction of a particularly serious crime
 - Reason to believe the noncitizen is a danger to US security
 - Having engaged in or inciting terrorist activity
 - Having been firmly resettled in another country prior to arriving in the US



18

9



FIRM RESETTLEMENT

• What is Firm Resettlement?

- "[P]rior to arrival in the United States . . . entered into another country with, or while in that country received, an offer of permanent resident status, citizenship, or some other type of permanent resettlement."

8 C.F.R. § 1208.15

• Despite the regulatory language... an actual or firm *offer* of permanent resettlement *is not required*

- "the existence of a legal mechanism in the country by which a foreign national **could obtain** permanent residence may be sufficient" to meet the requirement of "an offer of firm resettlement."

Matter of A-G-G-, 25 I&N Dec. 486, 502 (BIA 2011).



19

19

FIRM RESETTLEMENT

• Exceptions to Firm Resettlement 8 C.F.R. § 208.15(a)-(b).

- (1) Entry into the third-country was a necessary consequence of their flight from persecution, and they remained in that country only as long as was necessary to arrange onward travel, and they did not establish significant ties in that country; or
- (2) Conditions of residence in the third-country were so substantially and consciously restricted by the authority of that country that the applicant was not in fact resettled.

• Takeaways:

- Layovers/stops between evacuation and arrival to the US are not a problem
- Travel to a country where applicant holds status or applied for status may be an issue
 - Was the status permanent or renewable? Would the applicant have been safe in that country?



20

20

10



DUAL NATIONALITY

- Dual Nationality is not necessarily a bar, if applicant can prove that they are a national of Afghanistan
- Afghans who previously applied for an immigration benefits using their other nationality may receive more scrutiny
- Consider:
 - What passport did applicant use when entering the United States?
 - Has applicant sought other immigration benefits, and if so under what nationality?
 - What country did the applicant live in prior to the coming to the US?



21

AFGHAN TRIG EXEMPTIONS

- TRIG (Terrorism-Related Inadmissibility Grounds)
 - In June 2022, USCIS announced TRIG “situational exemptions” for certain Afghans, specifically:
 - Afghan Civil Servants
 - Afghan Allies
 - Insignificant or limited material support
- 1. Afghan Civil Servants
 - Employed 9/27/1996 to 12/22/2001 or anytime after 8/15/2021
 - Includes: teachers, professors, postal workers, doctors, engineers
 - Does NOT include: high-level government positions, work with certain ministries, or those who directly assisted violent Taliban activities or those motivated by their allegiance to the Taliban



22

11



AFGHAN TRIG EXEMPTIONS, CONTINUED

2. Afghan Allies

- Fought or supporting those who fought in the resistance movement against the Taliban, and/or in conflict against the Soviet Union
- Does NOT include: those who targeted non-combatants or US interests, committed human rights violations or abuses, or acted on behalf of a designated terrorist organization

3. Insignificant/Limited Material Support

- Includes instances where the support provided is
 - Incidental to a routine social or commercial transaction
 - Incidental to certain humanitarian assistance
 - Provided in response to a reasonably perceived threat of physical or economic harm, restraint, or serious harassment
 - Considered minimal and inconsequential
- The asylum officer should consider the exemption as part of the TPS adjudication (i.e., there is no application to trigger the exemption)
- See USCIS's [webpage](#) for more information on the TRIG exemptions for certain Afghans



23

EADS & FILING FEES



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24

12



FILING FEES & FEE WAIVERS

- It is possible to request a fee waiver – form I-912
- Processing times are delayed when the applicant requests a fee waiver
- And if the waiver is ultimately denied, the applicant must file again

The Applicant Is	Applicant's Age	I-821 Fee (TPS)	Biometric Services	I-765 Fee (EAD)	Total Amount
Submitting their first TPS application and requesting an EAD	Younger than 14	\$50	\$0	\$0	\$50
	Age 14-65	\$50	\$85	\$410	\$545
	Age 66 and older	\$50	\$85	\$0	\$135
Submitting their first TPS application and NOT requesting an EAD	Younger than 14	\$50	\$0	N/A	\$50
	Age 14 and older	\$50	\$85	N/A	\$135



25

EAD CONSIDERATIONS

- Employment Authorization Document (EAD) – form I-765
- There are benefits to an EAD even if the TPS holder does not intend to work
 - For example, the TPS holder can receive a Social Security number and use the EAD as a form of identification
 - Request social security card on the I-765 and answer the relevant questions
- TPS holder can obtain new EAD even they already have an EAD based on another immigration status
 - If eligible for TPS, can obtain a new EAD, regardless of whether already have an EAD based on another immigration status.
 - Consider whether it's worth the money to get a TPS EAD, based on when other EAD expires, if it's renewable, how long the renewed EAD will be valid, etc.



26

13



CHECKLIST FOR FILING FOR TPS

- Forms
 - [I-821](#), Application for TPS
 - *Optional* [I-765](#), Application for Employment Authorization (category (a)(12))
 - *If required* [I-601](#), Waiver of Inadmissibility
 - *Optional* [I-912](#), Request for a Fee Waiver (or filing fee)
 - *Optional* [I-131](#), Application for Travel Document
- *Optional* Cover letter
- Proof of eligibility
 - Nationality
 - Residence
 - Presence
- Two passport-style photos



27

OTHER CONSIDERATIONS



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28

14



PROCESSING TIMES

- About six weeks to get a receipt notice after filing for TPS
- Notice for biometrics appointment (which will be scheduled with the closest USCIS field office) will arrive typically a few weeks after the receipt notice
- Remember TPS is only valid for the 18-month period
- USCIS has not yet released the [current processing time](#) for initial TPS applications for folks from Afghanistan



29

IMPACT OF TPS ON OTHER IMMIGRATION STATUSES

- A person may apply for and be granted TPS even if they hold another visa, such as a B2 Tourist Visa or a F1 Student Visa. However, to maintain the other status while also holding TPS, they must continue to be eligible for both statuses.
- Important: Even though receiving an EAD makes someone authorized to work, must consider whether actually *working* would violate the terms of the other visa, which might have limitations on employment.



30

15



TPS AND ASYLUM

- **TPS for Affirmative Asylum seekers:**
 - If granted TPS and asylum not granted at Asylum Office, will generally not be placed in removal proceedings (so will not be able to renew asylum application before the immigration judge unless/until TPS is terminated)
- **TPS for Defensive Asylum seekers:**
 - TPS beneficiary should advise Immigration Court of TPS status.
 - Can seek prosecutorial discretion to administratively close or dismiss removal proceedings before/after adjudication of asylum claim.



31

TPS FAQ

- **Am I eligible for TPS if I have a removal order?**
 - Yes. Winning TPS may prevent detention/removal. It is best to consult with an immigration attorney.
- **Can I travel outside of the US with TPS?**
 - Approved TPS holders may apply for I-131 for permission to travel in urgent/emergency circumstances.
- **Can I get a green card?**
 - Under current law, there is no pathway for a TPS holder to apply for a green card. Must be eligible for a green card another way.



32

32



B. Documents for Clinic Volunteers

B.1. Template Attorney Clinic Volunteer Agreement

It is best practice to provide written agreements for volunteers to memorialize expectations. You can provide this confidentiality agreement to clinic volunteers to protect the information of people participating in the clinic. Add in the type of clinic and/or type of petition/application that the volunteer will be assisting with, and the name of the organization hosting the clinic. Note that this template does not establish an attorney-client relationship between the volunteers and anyone participating in the clinic. It should only be used for volunteers who are providing limited scope and pro se assistance. This template was adapted from a form used by the ABA's Commission on Immigration.

Some clinics will instead require volunteer attorneys to enter into an agreement to provide pro bono representation for clinic participants. Check out the [ABA CILA & COI Pro Bono Program Resources & Templates Toolkit](#) (July 2022) for a template for a pro bono representation agreement. Note that these types of agreements would need to be signed by the pro bono attorney and the client.

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[Access an editable Word document of this template here.](#)

Template Clinic Volunteer Agreement

Confidentiality Agreement and Protection of Personal Identifying Information:

I understand that I am providing limited-scope, pro se assistance to clinic applicants and am not representing them in their [INSERT TITLE OF APPLICATION] application. I understand that I am bound by the duty of confidentiality and cannot divulge any information without the express consent of the applicant. Information about the applicant may not be given to the applicant's family members without the applicant's permission. No documents with information pertaining to the applicant's case should be discarded without being properly shredded or otherwise destroyed. Electronic documents must be deleted following the clinic shift.

I hereby agree to maintain confidentiality in my assignment with [INSERT NAME OF LEGAL SERVICE PROVIDER] as described above.

Signature

Date

Name

B.2. Template Non-Attorney Clinic Confidentiality Agreement

Confidentiality may be a new concept for non-attorney volunteers. You can use this confidentiality agreement as an alternative to the first volunteer agreement for non-attorneys. Add in the necessary information, the type of clinic and/or type of petition/application that the volunteer will be assisting with, and the name of the organization hosting the clinic. This template was adapted from a form used by the ABA's Commission on Immigration.

This resource is for informational purposes only and should not be construed as containing legal advice. This template is included as a tool to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in this template (e.g., filing requirements, mailing addresses, fees, etc.) *should not* be relied upon, as it has not been reviewed or updated recently, and the information might be outdated.

[Access an editable Word document of this template here.](#)

Template Non-Attorney Volunteer Confidentiality Agreement

As an incoming [ORGANIZATION] non-attorney volunteer, you will be working under the supervision of [ORGANIZATION] staff and will be required to ensure the nondisclosure of confidential information.

Due to your access to confidential information, all non-attorney volunteers must sign this agreement. "Confidential information" means any information of a protected or sensitive nature relating to clients and the volunteer workplace. Confidential information may include, but is not limited to, the following:

- Information of persons the Clinic assists, including internal lists, personal and identifying information of those persons
- [ORGANIZATION]'s internal documents, data, contracts, strategic plans, and training materials, among others.
- Information of a personal nature about employees or persons being assisted, including, without limitation, actions, omissions, statements, or personally identifiable medical, family, financial, social, behavioral, or other personal or private information.

I acknowledge that as a Clinic volunteer, I have an obligation to safeguard information and documents relating to the population we assist. My duty of confidentiality does not end when I leave the Clinic; it lasts forever. Any request for the release of confidential information must be limited in nature, provided in writing, and fully authorized by the ABA IJP before I share the information with any person or entity.

In connection with being a volunteer with the Clinic, I agree that I have read and understand the above definition of "confidential information." I agree that I will not at any time, both during and after being a Clinic volunteer, communicate or disclose confidential information to any person, corporation, or entity without written authorization by [ORGANIZATION]. I understand my obligation to keep the confidentiality of the work I am assigned as a Clinic volunteer. If I have questions about my obligations under the applicable laws, rules, and [ORGANIZATION] policies, I will consult with [ORGANIZATION].

Signature

Date

Printed Name

B.3. Sample Tip Sheets & Instructions for Clinic Volunteers

Clinics are fast-paced and have several components. These sample tip sheets from remote clinics hosted by the ABA's Commission on Immigration for legal screenings or different types of applications for relief provide guidance for volunteers:

- Virtual Immigration Legal Screening Clinic Tip Sheet
- Virtual Re-Parole Clinic Tip Sheet
- OAR/OAW Auto-Extended Parole-Based EAD Clinic Tip Sheet

Each tip sheet is structured in the same way with information for volunteers before the clinic, on the day of the clinic, and after the clinic. The tip sheets are given to volunteers in advance of the clinic. They provide essential information for volunteers, including step-by-step instructions for what to do on the day of the clinic. Multiple samples are provided because these instructions will vary depending on the type of clinic. Hyperlinks from the samples have been removed.

This resource is for informational purposes only and should not be construed as containing legal advice. These samples are included as a tool to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in the samples (e.g., filing requirements, mailing addresses, fees, etc.) *should not* be relied upon, as it has not been reviewed or updated recently, and the information might be outdated.

Virtual Immigration Legal Screening Clinic Tip Sheet

Thank you for volunteering to help at the Legal Screening Clinic! This Tip Sheet contains essential information for your volunteer shift. It is very important that you read the Tip Sheet in advance of your shift, and that you have it readily accessible while you volunteer.

I. BEFORE THE DAY OF THE CLINIC

A. Read this Tip Sheet and Note Any Questions

B. Review Required and Recommended Trainings

- **REQUIRED Trainings for Screening Preparers and Legal Captains:**
 - [Immigration Legal Intake Clinic Training and slides](#) (ABA COI) (Jan. 2024)
- **OPTIONAL Trainings for Intake Preparers and Legal Captains:**
 - [Common Forms of Immigration Relief and How to Screen for Them](#) (ABA COI) (Jan. 2023)
 - [Quick Guide for Screening Family Groups](#) (ABA COI) (Jan. 2023)
 - [Representing Non-Detained Individuals](#) (ABA COI Teachable Course) (Dec. 2023)
 - [Making a Virtual Connection: Ensuring an Open and Productive Attorney/Client Relationship While Remote](#) (ABA COI) (Jun. 2022)

C. Review Technology Requirements

- Install the latest [updated](#) Zoom Application on your computer.
- Install WhatsApp (either on your phone or use the computer [desktop application](#)).

II. 15 MINUTES BEFORE YOUR SHIFT

A. Log into the Clinic

- Log into the [Zoom](#) 15 minutes before your shift for the pre-clinic orientation.
- Rename yourself in Zoom: ROLE/LANGUAGE/Name.

ROLE abbreviations	LANGUAGE abbreviations	Name
PREP (intake preparers) INT (interpreters) CAPT (legal captains) TECH (tech captains)	ENG (English) SPA (Spanish)	Your preferred first name

- *Example:* if my name is Marie Doe, I am a Spanish speaker, and I am an Intake Preparer, I will remain myself as PREP/SPA/Marie.
- Join the [WhatsApp Group chat](#). Feel free to leave the chat at the end of your shift.

If you encounter an issue: **STOP AND ASK FOR TECH OR LEGAL HELP ON WHATSAPP**

Chat: [breakout room #] + [TECH or LEGAL help]

- Do NOT provide any identifying information in the assistance request.
- Example: Room 13: I need tech assistance.
- A Tech/Legal Captain will join the breakout room ASAP.
- Please do not leave the breakout room.

B. Attend the Clinic Orientation

- Listen to the Clinic orientation as a refresher and for any last-minute updates.
- Ask any questions you may have.
- Wait to be assigned to a breakout room.

C. Join Your Breakout Room

- Click “Join” to go to your assigned breakout room. Then, wait for a consult to be assigned to you and sent to the breakout room.
 - Please be patient, as it often takes time to appropriately match an intake preparer with a consult.
- Write down the number of the breakout room you were assigned to, in case you are disconnected.
- While you wait, review the [Intake and Script](#) (offered in English, and English and Spanish), available here.

III. MEETING WITH THE CONSULT

A. Set up the Meeting

- Have your video on and ask the consult to have their video on to make it a better experience.
- Introduce yourself, let the interpreter provide an introduction (if applicable), and get the consult's name and breakout room number in case of disconnection.
- Remind the consult that you are assisting them today on a limited scope basis to help with their immigration legal screening, and that you are not their attorney. Let them know they will be receiving a follow-up email after their clinic appointment that will have information on what was discussed.
- Confirm that the consult is at the Clinic for an immigration legal screening.

B. Complete the Intake with the Consult

Open the link for the [intake](#). A PDF version of the intake questions in English and another version of the intake questions in English and Spanish are available [here](#).

If you encounter an issue: **STOP AND ASK FOR TECH OR LEGAL HELP ON WHATSAPP**

Chat: [breakout room #] + [TECH or LEGAL help]

- Do NOT provide any identifying information in the assistance request.
- Example: Room 13: I need tech assistance.
- A Tech/Legal Captain will join the breakout room ASAP. Do not leave the breakout room.

- Follow the Initial Contact Script for guidance on introducing yourself, explaining the purpose of the legal screening, and confirming the consult is comfortable speaking with you in their preferred language.
- Once settled, follow the Intake Questions and Script to reiterate the purpose of the legal screening and to remind the consult that you are not their attorney.
 - The roadmap is as follows:
 - Introduction script
 - Intake
 - Biographical and contact information
 - Derivative citizenship information
 - Immigration history
 - Criminal history
 - Immigration relief/benefits
 - Family-based
 - Fear-based
 - Survivor-based
 - Nationality-based
 - Miscellaneous
 - There is a section for general notes at the end, please include:
 - Any identified potential forms of relief/benefits,
 - Any additional, relevant information
 - Closing script

C. Wrap Up with the Consult

- Follow the closing script that includes informing the consult that they will be contacted via email with abridged notes and a quick explanation of any relief/benefit they seem to be eligible for.
- Complete the [Exit Form](#).

IV. AFTER MEETING WITH THE CONSULT

A. Return to the Zoom Main Room

- After wrapping up with the consult, click the blue button “Leave,” then select the blue button “Leave Breakout Room” to return to the Zoom main room unless otherwise instructed.

B. After Your Shift

- Leave the WhatsApp chat. See here for [instructions](#).

Thank you for participating in our Clinic!

OAR/OAW Auto-Extended Parole-Based EAD Clinic Tip Sheet

Thank you for volunteering to help at the EAD Clinic! This Tip Sheet contains essential information for your volunteer shift. It is very important that you read the Tip Sheet in advance of your shift, and that you have it readily accessible while you volunteer.

I. BEFORE THE DAY OF THE CLINIC

A. Read this Tip Sheet and Note Any Questions

B. Review Required and Recommended Trainings

- **REQUIRED Trainings for Form Preparers and Legal Captains:**
 - [Afghan OAR/OAW \(c\)\(11\) EAD Volunteer Training](#) – (ABA COI) (Jan. 2024)
 - [Afghan Re-Parole FAQs](#) (USCIS) (June 8, 2023).
- **OPTIONAL Trainings for Form Preparers and Legal Captains:**
 - [Re-Parole Volunteer Training](#) (ABA COI) (June 15, 2023).
 - [Best Practices and Resources for Representing Operation Allies Welcome Parolees and Afghan Nationals](#) (AILA Doc. No. 23021503) (Feb. 2023).
 - [Cultural Humility and How it Applies to Lawyers Working with Afghan Clients](#) (HIAS and ABA COI) (Feb. 2022).
 - [Re-Parole for Afghan OAR Parolees](#) (VECINA) (June 15, 2023).

C. Review OAR/OAW Auto-extended Parole-based EAD Eligibility Requirements

To qualify for the OAR/OAW Auto-extended Parole-Based EAD, one must:

- **Have Operation Allies Refuge (OAR)/Operation Allies Welcome (OAW) Parole Status.**
- **Have their form I-797(c), Notice of Action, indicating that parole and Employment Authorization Document (EAD, or work permit) have been extended.**
 - Review the applicant's I-797(c) in their SharePoint folder, which you will be given time-limited access to.

An applicant MAY NOT be eligible for the EAD if they:

- Have violated the terms of their parole status.
- Have criminal history in the United States.

If an applicant is still waiting for their automatically extended OAR/OAW parole or interested in applying for Re-Parole, this is NOT the Clinic to serve them.

D. Review Technology Requirements

- Install the latest [updated](#) Zoom Application on your computer.
- Install WhatsApp (either on your phone or use the computer [desktop application](#)).

II. 15 MINUTES BEFORE YOUR SHIFT

A. Log into the Clinic

- Log into the [Zoom](#) 15 minutes before your shift for the pre-clinic orientation.
- Rename yourself in Zoom: ROLE/LANGUAGE/Name.

ROLE abbreviations	LANGUAGE abbreviations	Name
PREP (form preparers) INT (interpreters) CAPT (legal captains) TECH (tech captains)	ENG (English) DAR (Dari) PAS (Pashto)	Your preferred first name

- *Example:* if my name is Marie John Doe, I am a Dari speaker, and I am a Form Preparer, I will remain myself as PREP/DAR/Marie.
- Join the [WhatsApp Group chat](#). Feel free to leave the chat at the end of your shift.

If you encounter an issue: **STOP AND ASK FOR TECH OR LEGAL HELP ON WHATSAPP**

Chat: [breakout room #] + [TECH or LEGAL help]

- Do NOT provide any identifying information in the assistance request.
- *Example:* Room 13: I need tech assistance.
- A Tech/Legal Captain will join the breakout room ASAP.
- Please do not leave the breakout room.

B. Attend the Clinic Orientation

- Listen to the Clinic orientation as a refresher and for any last-minute updates.
- Ask any questions you may have.
- Wait to be assigned to a breakout room.

C. Join Your Breakout Room

- Click “Join” to go to your assigned breakout room. Then, wait for an applicant to be assigned to you and sent to the breakout room.
 - Please be patient, as it often takes time to appropriately match a volunteer with an applicant.
 - Some clinics will involve a walk-in component so you may be “on call” to assist applicants virtually who are in person at another location.
- Write down the number of the breakout room you were assigned to, in case you are disconnected.
- While you wait, review the Annotated Online Form I-765, [available here](#).

III. MEETING WITH THE APPLICANT

A. Set up the Meeting

- Have your video on and ask the applicant to have their video on.
- Introduce yourself, let the interpreter provide an introduction (if applicable), and get the applicant's name and breakout room number in case of disconnection.
- Remind the applicant that you are assisting them today on a limited scope basis to help with their EAD application, and that you are not their attorney. Let them know they will be receiving a follow-up email after their clinic appointment that will have information on how they can find an attorney if they need additional legal assistance.
- Confirm that the applicant is at the Clinic for help completing their OAR/OAW automatically extended parole-based EAD application.
 - **Note:** We CANNOT simply review an Applicant's already completed application. This is for liability and data tracking purposes. Volunteers must complete the forms with the Applicant, following the instructions.

B. Review Red Flags to Identify Eligibility Issues

- **Ask Red Flag Questions:** If a red flag is present, request Legal Help in the WhatsApp.

1. Do you have access to your MyUSCIS online account?	If no à red flag
2. Does the applicant have proof of the auto extension? • Review the applicant's I-797(c) in their SharePoint folder.	If no à red flag
3. Do you have a criminal history in the United States?	If yes à red flag

***Note:** applicants can have more than one EAD at the same time. There are several categories for EADs. If in doubt, please notify a Legal Captain.*

- **If the applicant needs a referral, DO NOT COMPLETE THE EAD FORM.**
 - Legal Captain will send email with the applicant's information.
 - Once the referral has been submitted, complete the [Exit Form](#) and return to the Main Room for further instructions. The applicant should sign off.

C. (If no red flags) Log onto MyUSCIS

- Go to the [MyUSCIS account log-in page](#) on your computer. Share your screen.
 - If the applicant is using a computer, you can give them remote control to enter their own log-in credentials. [Click here](#) for how to grant remote control on Zoom.
 - Take back control once the applicant enters their information.
 - If the Applicant is using a mobile device, ask them to type their login information into the Zoom chat and share your screen as you log into their account.
 - Do not save the login information to your computer. The chat will be automatically deleted at the end of your session so credentials are not saved.
- Continue sharing your screen as you complete the forms with the applicant and the

applicant can advise about misunderstandings/misspellings.

D. Complete the Form I-765 and Request Legal Review

Refer to the Annotated Online Form I-765, [available here](#).

If you encounter an issue: **STOP AND ASK FOR TECH OR LEGAL HELP ON WHATSAPP**

Chat: [breakout room #] + [TECH or LEGAL help]

- Do NOT provide any identifying information in the assistance request.
- Example: Room 13: I need tech assistance.
- A Tech/Legal Captain will join the breakout room ASAP. Don't leave breakout room.

- Find "My Account" and click "File a form online" and type I-765, Application for Employment Authorization, then click "Start form."
- Getting Started -> Basis of eligibility
 - For "What is your eligibility category?" select "Afghan (c)(11) parole)."
- Getting Started -> Reason for applying
 - For "What is your reason for applying?" select "Renewal of my permission to accept employment."
 - For "Have you ever previously filled Form I-765?" confirm with applicant but most will say yes.
- Getting Started -> Preparer information
 - Answer "yes" to the preparer questions.
 - Fill out the Preparer Information with the information [provided here](#).
 - Answer the interpreter questions.
 - If using an interpreter, fill out the Interpreter Information with the information provided [here for Dari](#) and [here for Pashto](#).
- About You -> Your name
 - For "What is your current legal name" type the applicant's name.
 - For "Have you ever used any other names since birth?" confirm with applicant.
 - Remind applicant that any typo on U.S. forms (e.g., I-94), must be included.
 - If the answer is "yes," message the WhatsApp for Legal Assistance.
- About You -> Your contact information, Describe yourself, When and where you were born
 - This information is generally straightforward and should be supported by the applicant's I-797(c) and current/expired EAD.
- About You -> Your immigration information
 - If applicant is unsure on dates or wants confirmation, ask to see their I-94 or [look it up online](#) (select Get Most Recent I-94).
 - For "What is your current immigration status or category?" select "OAR- Operation Allied Refuge Parole."
 - Skip the SEVIS Number question.
- About You -> Other information
 - The applicant's A number is provided on their current or expired EAD and I-

- 797(c).
- For “Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?” confirm with the applicant but most will say yes.
 - If yes, provide the number.
 - If yes, select “no” for “Do you want the SSA to issue you a Social Security card?”
 - If the applicant never received their Social Security card or had other issues, message the WhatsApp for a Legal Captain.
 - Evidence
 - When uploading the evidence, you must also select the correct label from the drop-down menu. Otherwise, the evidence may not save properly.
 - Evidence -> 2” x 2” photo
 - Upload the applicant’s photo. Use the linked photo composition tool if there is an error message when uploading.
 - If the applicant has a photo from a previous application, they can email it to [EMAIL] (or share it on Zoom). Let us know in the WhatsApp chat if they have emailed it and we will get it to you.
 - If they do not already have photos, they can take a selfie and email it to [EMAIL] (or share it on Zoom) and you can make it passport sized at this website: [Create your own passport photo for free - IDPhoto4You](#). Let us know in the WhatsApp chat if you need help and a tech captain will join you.
 - Evidence -> Form I-94 or passport
 - Upload the applicant’s I-94; and
 - Upload the applicant’s I-797(c), Notice of Action, indicating that their parole and employment authorization has been extended.
 - Evidence -> Employment Authorization Document or Government ID
 - Upload the applicant’s EAD (front AND back) which can be found in their folder.
 - If the applicant does not have a prior work permit or you cannot find it using the link above, notify a Legal Captain.
 - Remember, any document not in English must be accompanied by a Certificate of Translation. For the Certificate of translation:
 - Notarization is not required.
 - The translator should be someone OTHER THAN the Applicant.
 - Recommended language:

CERTIFICATE OF TRANSLATION

I, [NAME], am competent to translate from [LANGUAGE] into English and certify that the translation of this [TYPE/NAME OF DOCUMENT] is true and accurate to the best of my abilities.

Translator’s Name

Translator’s Signature

Translator’s Address

- Additional Information
 - Provide a response here, if necessary (e.g., Applicant has aliases that must be listed on the form), otherwise skip this section.
- Review and Submit -> Review your application
 - Alerts and/or warnings may appear due to typos or wrong information. You must fix these before you are able to submit the application.
- Review and Submit -> Your application summary
 - Review the information for typos and errors.
 - Then, request **LEGAL REVIEW** in WhatsApp. *Example:* "Room 15: legal review."
 - The Legal Captain will review the information as you scroll down the screen.
 - **You cannot continue to the next steps until your draft has been reviewed by a Legal Captain.**
- Review and Submit -> Preparer statement
 - Upload the Preparer Signature available on the SharePoint folder.
- Review and Submit -> Your statement, Applicant's Declaration and Certification
 - Read information to the applicant and when it asks for a signature follow these steps:
 - If you are working with an adult applicant, give back control to the applicant to type out their name. Alternatively, ask for explicit permission to type their name for them in the box.
 - If you are working with a child applicant, any child that is 14 years or older may sign for themselves. For a child under 14 years old, their accompanying adult can type out the child's name and put in parentheses that a parent is signing. Give back control to the applicant or their accompanying adult to type out the child's name. Alternatively, ask for explicit permission to type name for them in the box.
 - Example 1: (Applicant child aged 14): Susan Smith
 - Example 2: (Applicant child aged 10): Sally Smith (parent signing for child)
- Confirm with the applicant they are ready to submit today. If you are able to share remote control with the applicant, give applicant control so the applicant is the one who presses the "submit" button. If you are not able to share remote control the applicant, make sure the applicant confirms orally that they approve you pressing "submit."
- After submitting the form, click the "Go to my cases" link. Download a PDF of the submitted I-765 (you will need this for the [Exit Form](#)) and show the applicant where to find their Receipt Number, Case Status, and Case Documents.

E. Wrap Up with the Applicant

- Complete the [Exit Form](#) with the applicant and review exit information/next steps.
 - Please make sure you complete this form with a downloaded copy of the I-765,

even if the form is not submitted during the Clinic, so that we have a record of the work performed.

- Remind the applicant to keep a COPY of the application and all submitted documentation for their own records.
- Remind the applicant of Next Steps
 - If applicant DID file during the clinic:
 - Receipt Notice: receipt notices may be available instantly or within a few days.
 - Biometrics: applicant may receive a biometrics appointment notice in 2-8 weeks, if USCIS deems a biometric appointment as necessary.
 - Adjudication: it may take several months for the EAD application to be adjudicated.
 - If the applicant has an attorney representing them on another benefit
 - Tell applicant to make sure their attorney is aware they have filed for an EAD based on OAR/OAW auto extension of parole and provide them a copy of their application.
 - If USCIS requests additional information: applicant will receive Request for Evidence (RFE).
 - If that happens, tell applicant to seek representation as soon as possible as it is time sensitive.
 - Change of Address: if applicant moves, they need to update their address with USCIS within 10 days through their MyUSCIS account or by submitting [Form AR-11](#).
 - Applicant should also request mail forwarding with the U.S. Postal Service.
 - Check Case Status: applicants can check their case status at any time through their MyUSCIS account. Applicants will also receive notices by mail, but their online account is updated faster.
 - If the applicant DID NOT file during the clinic: remind the Applicant to submit the application online through their MyUSCIS account. Make sure the Applicant understands that if it is a family applying, each person must log onto their own MyUSCIS account to file their own application. Once filed, they can check their MyUSCIS account for updates on the case.
 - Also let the applicant know that USCIS will delete the application after 30 days of inactivity.
- Remind the applicant that you are not their attorney, and your assistance with their case has now come to an end. Let the applicant know that they will be receiving a follow-up email from Clinic staff that has more information about next steps and how they can find an attorney, if they are interested in additional assistance with their immigration case.
 - To seek free representation, the applicant can email [EMAIL] with their name,

phone number, primary language, and the type of assistance that they need. This information will be included in the follow-up email.

- If the applicant has other family members who are being helped at today's clinic, instruct them to remain in the breakout room and message the WhatsApp for a Legal Captain. Otherwise, the applicant can exit the Zoom call by clicking the blue button "Leave Room" then click the black button, "Leave Meeting".

IV. AFTER MEETING WITH THE APPLICANT

A. Return to the Zoom Main Room

- After wrapping up with the Applicant, click the blue button "Leave," then select the blue button "Leave Breakout Room" to return to the Zoom main room unless otherwise instructed.

B. After Your Shift

- If you have not done so already, please delete all applicant-related files from your computer and log out of the applicant's MyUSCIS account.
- Leave the WhatsApp chat. See [here](#) for instructions.

Thank you for participating in our Clinic!

Virtual Re-Parole Clinic Tip Sheet

[DATE]

Thank you for volunteering to help at the Re-Parole Clinic. This Tip Sheet contains essential information for your volunteer shift. It is very important that you read the Tip Sheet in advance of your shift, and that you have it readily accessible while you volunteer.

BEFORE YOUR SHIFT

1. Review Required and Recommended Trainings

- **REQUIRED Trainings for Form Preparers and Legal Captains:**
 - [Form I-131: Afghan Re-Parole USCIS Online Account Demo](#) (USCIS) (June 7, 2023).
 - [Afghan Re-Parole FAQs](#) (USCIS) (June 8, 2023).
 - [Re-Parole Volunteer Training](#) (ABA COI) (June 15, 2023).
- **OPTIONAL Trainings for Form Preparers and Legal Captains:**
 - [Best Practices and Resources for Representing Operation Allies Welcome Parolees and Afghan Nationals](#) (AILA Doc. No. 23021503) (Feb. 2023).
 - [Cultural Humility and How it Applies to Lawyers Working with Afghan Clients](#) (HIAS and ABA COI) (Feb. 2022).
 - [Re-Parole for Afghan OAR Parolees](#) (VECINA) (June 15, 2023).

2. Review Re-Parole Eligibility Requirements

To qualify for Re-Parole, one must:

- **Have been paroled into the United States on or after July 31, 2021.**
- **Have “OAR” or “PAR” Class of Admission on their I-94.**
 - Review the Applicant’s I-94 for eligibility for Re-Parole. The I-94 will NOT be provided as evidence with the application. You will be given time-limited access to SharePoint to view these documents.
- Confirm this by reviewing the Applicant’s I-94 [here](#).

An Applicant MAY NOT be eligible for Re-Parole if they:

- Have violated the terms of their parole status.
- Have criminal history in the United States.

3. Review Technology Requirements

Install the following applications:

- [Updated](#) Zoom Application on computer.
- WhatsApp (either on your phone or use the computer [desktop application](#)).

4. Understand the General Flow of a Volunteer Shift

Watch the trainings mentioned on the previous page and review the Day of Clinic instructions (below) for a complete understanding of what happens at the Clinic. The general flow is as follows:

- Before logging in:
 - Make sure you're added to the [WhatsApp Group chat](#) for the day. Consider downloading the [Desktop Application](#) to make communication easier. Feel free to leave the chat at the end of your shift.
- Log into the [Zoom](#) 15 minutes early.
- When you login:
 - Rename yourself (ROLE/LANGUAGE/FIRST NAME).
 - Listen to the brief orientation as a refresher and for any last-minute updates.
 - Wait patiently for Clinic organizers to assign you to a breakout room.
- Meet with the Applicant:
 - Exchange introductions.
 - Review process and *red flags*.
 - Ask the Applicant if they have an attorney and make clear they should advise their attorney that they have filed for re-parole.
 - Complete forms.
 - Identify evidence.
 - Ask for Legal or Tech Help in the WhatsApp group, as needed.
 - Ask for Legal Review when drafts are complete.
 - Do not allow the Applicant to leave the Zoom until documents are reviewed and approved by a Legal Captain for submission.

DAY OF CLINIC

Logging into the Clinic

- Please begin the process of logging into the [Zoom](#) 15 minutes early to ensure you are on time for the pre-clinic orientation.
- Join the [WhatsApp Group chat](#) for the day. Consider downloading the WhatsApp [Desktop Application](#) to make communication easier. Feel free to leave the chat at the end of your shift.
- Rename yourself in Zoom (ROLE/LANGUAGE/NAME).
 - ROLE abbreviations
 - Form preparers put PREP/
 - Interpreters put INT/
 - Legal Captain put CAPT/
 - Foreign Language abbreviations
 - English put ENG/
 - Dari put DAR/
 - Pashto put PAS/
 - Insert your preferred name (not full name).
 - Example: if my name is Marie John Doe, I am a Dari speaker, and I am a Form Preparer, I will remain myself as PREP/DAR/Marie.
- Listen to the Clinic orientation and ask any questions you may have.
- Wait to be assigned to a breakout room. Once you are in your breakout room, wait for an Applicant to be assigned to you and sent to the breakout room. Please be patient, as it often takes time to appropriately match a volunteer with an Applicant. Write down the number of the breakout room you were assigned to, in case you are disconnected.
- For step-by-step instructions on completing the online form, see the Annotated Online Form I-131, available [here](#).

Meeting with the Applicant

First: Set up the Meeting

- Have your video on and ask the Applicant to have their video on to make it a better experience.
- Introduce yourself, let the Interpreter provide an introduction (if applicable), and get the Applicant's name and Breakout Room number in case of disconnection.
 - Remind the Applicant that you are assisting them today on a limited scope basis to help with their re-parole application, and that you are not their attorney. Let them know they will be receiving a

follow-up email after their clinic appointment that will have information on how they can find an attorney if they need additional legal assistance.

- Confirm that the Applicant is at the Clinic for help completing their Re-Parole application.
 - **Note:** We CANNOT simply review an Applicant's already completed application. This is for liability and data tracking purposes. Volunteers must complete the forms with the Applicant, following the instructions.

Second: Review the Process with the Applicant

Review eligibility issues and red flags:

- **Red Flags for Re-Parole Applicants:**
 - If the Applicant has a pending asylum or adjustment of status case.
 - For online filings: If the Applicant does not have access to their MyUSCIS account.
 - If the Applicant does not have "OAR" or "PAR" Class of Admission on their I-94.
 - Confirm this by reviewing the Applicant's I-94 [here](#).
 - If the Applicant has criminal history in the United States.
- If any of the red flags are present in the Applicant's case, send a WhatsApp message requesting Legal Assistance as this case is likely not appropriate for the Clinic and will need a referral. *Note: this does not mean that the Applicant is not eligible for Re-Parole; however, Applicant has complicating issues that need further analysis before their eligibility for Re-Parole can be determined.*
- If the Applicant needs a referral, DO NOT COMPLETE THE RE-PAROLE FORMS WITH THEM.
 - Instead, refer the Applicant to ILSAA.
 - The Legal Captain will email [EMAIL] with the Applicant's name, phone number, and primary language.
 - Once the referral has been submitted, complete the [Exit Form](#) and return to the Main Room for further instructions. The Applicant should sign off.
- Confirm if the Applicant wants to apply for work authorization in addition to the I-131 for Re-Parole. There is no additional form required for work authorization for Re-Parole.
 - Not all Applicants want/need work authorization; they may not work, or they may already have work authorization on a

different basis. If they have any questions about whether they need work authorization, ask for Legal Help.

- If an Applicant does not want to apply for work authorization during the Clinic, they can later apply separately for work authorization after they receive their Re-Parole approval.
- Remember that Re-Parole and the accompanying work authorization are automatically exempt from fees. No fee nor fee waiver is required.

Third: (If no red flags) Complete Forms with the Applicant and Request a Legal Review

- Go to the [MyUSCIS account log-in page](#). If the Applicant is using a computer, you can give them remote control to enter their own log-in credentials. Click [here](#) for a step-by-step guide on how to grant remote control on Zoom. Once the Applicant has entered their log-in information, stop sharing remote control and take back control on your computer.
- If the Applicant is using a mobile device, you cannot share remote control. Ask the Applicant to type their MyUSCIS login information into the Zoom chat and share your screen as you log into their account. Do not save the login information to your computer. The chat will be automatically deleted at the end of your session so that the credentials are not saved.
- Continue sharing your screen as you complete the forms with the Applicant and the Applicant can advise about misunderstandings/misspellings.
- Click “File a form online” and type I-131, Application for Travel Document, then click “start form.”
- Complete Form I-131 (Application for Travel Document) with Applicant.
 - Getting Started -> Basis of eligibility
 - For “What type of application are you applying for?” select “I am outside of the United States, and I am applying for an Advance Parole Document.”
 - For “Are you applying for re-parole?” select “yes.”
 - Getting Started -> Preparer information
 - Answer yes to the preparer questions.
 - Fill out the Preparer Information with the information provided on the completed Preparer Information page given to you and linked [here](#).
 - About You -> Other information
 - Fill out this section in order. Otherwise, the last question about work authorization may not populate.
 - WRONG: last question is “What is your class of admission?”
 - CORRECT: last question is “I am requesting an Employment Authorization Document (EAD) upon approval of my new Operation Allies Welcome (OAW) period of parole.”

- Application Information
 - Skip this section.
- Evidence
 - When uploading the evidence, you must also select from the drop-down menu the label. Otherwise, the evidence may not save properly.
 - Photo identity documents: upload the evidence required.
 - o Identification document with the Applicant's name, date of birth, and photo (only ONE).
 - o For purposes of this Clinic, the identity document for most Applicants will be their Parole-based work permit (upload front and back of the work permit).
 - o You can find a copy of the EAD [here](#).
 - o If the Applicant does not have a prior work permit or you cannot find it using the link above, notify a Legal Captain. You may need to use another form of acceptable identity evidence:
 - Driver's license.
 - Passport (upload the biographical page and any page with a visa).
 - Tazkira (do not provide to USCIS unless Applicant has never previously submitted their Tazkira to USCIS) (upload front and back).
 - If Applicant has never submitted a Tazkira to USCIS and is unable to provide one with their Re-Parole application, they must list their father's name, mother's name, and explain in writing why they cannot provide a Tazkira.
 - The Applicant's I-94 is to be reviewed for eligibility and NOT uploaded as evidence.
- Remember, any document not in English must be accompanied by a Certificate of Translation. For the Certificate of translation:
 - Notarization is not required.
 - The translator should be someone OTHER THAN the Applicant.
 - Recommended language:

CERTIFICATE OF TRANSLATION

I, [NAME], am competent to translate from [LANGUAGE] into English and certify that the translation of this [TYPE/NAME OF DOCUMENT] is true and accurate to the best of my abilities.

Translator's Name

Translator's Signature

Translator's Address

Translator's Phone Number

- Additional Information

- Provide a response here, if necessary (e.g., Applicant has aliases that must be listed on the form), otherwise skip this section.
- Review and Submit
 - Your application summary
 - o Call in a Legal Captain for **LEGAL REVIEW** by sending a request through the WhatsApp Group Chat such as “Room 15: legal review.”
 - o Download the application as a “draft snapshot,” or as a PDF created from the “Print” icon. You will need this for the Exit Form.
 - o The Legal Captain will review the application in the MyUSCIS webpage, draft snapshot, or PDF.
 - o You cannot continue to the next steps until your drafts have been reviewed by a Legal Captain.
 - Preparer statement
 - o Use the Preparer Signature page provided [here](#).
 - Your signature
 - o If you are working with an adult Applicant, give back control to the Applicant to type out their name. Alternatively, ask for explicit permission to type their name for them in the box.
 - o If you are working with a child Applicant, any child that is 14 years or older may sign for themselves. For a child under 14 years old, their accompanying adult can type out the child’s name and put in parentheses that a parent is signing. Give back control to the Applicant or their accompanying adult to type out the child’s name. Alternatively, ask for explicit permission to type their name for them in the box.
 - Example 1 (Applicant child aged 14): Susan Smith
 - Example 2 (Applicant child aged 10): Sally Smith (parent signing for child)
- Confirm with the Applicant they are ready to submit today. If you are able to share remote control with the Applicant, give Applicant control so the Applicant is the one who presses the “submit” button. If you are not able to share remote control the Applicant, make sure the Applicant confirms orally that they approve you pressing “submit.”
- After submitting the form, click the “Go to my cases” link. Download a PDF of the submitted I-131 (you will need this for the [Exit Form](#)) and show the Applicant where to find their Receipt Number, Case Status, and Case Documents.
- If you encounter an issue when completing the forms, **STOP**, ask for legal or tech consult via the [WhatsApp Group Chat](#).
 - When messaging, indicate your breakout room and whether it is a TECH or LEGAL assistance request. Do NOT provide identifying information in the assistance request. Sample Requests for Assistance via WhatsApp:
 - Room 17: I need an interpreter.
 - Room 13: I need tech assistance.

- Room 15: I have a legal question.
- Admin team will reach out for tech support and/or a legal expert to come into your breakout room. Do not leave your breakout room.

Fourth: Wrapping Up with the Applicant

- Complete the [Exit Form](#) with the Applicant and review exit information/next steps.
 - Complete this form with a downloaded copy of the I-131, even if the form is not submitted during the Clinic to have a record of the work performed.
- Remind the Applicant to keep a COPY of the application and all submitted documentation for their own records.
- If filing online and
 - Applicant DID NOT file during the clinic: remind the Applicant to submit the application online through their MyUSCIS account. Make sure the Applicant understands that if it is a family applying, each person must log onto their own MyUSCIS account to file their own application. Once filed, they can check their MyUSCIS account for updates on the case.
 - Applicant DID file during the clinic: they should receive a receipt notice within the next few days if they did not receive one instantly. Remind the Applicant to check their MyUSCIS account for updates on the case.
- Remind the Applicant of Next Steps:
 - Receipts notice(s) for the I-131: receipt notices may be available instantly or within a few days.
 - Biometrics appointment notice will be received in another 2-8 weeks, if USCIS deems a biometric appointment as necessary.
 - Adjudication of the Re-Parole application may take several months.
 - If the Applicant has an attorney representing them on another benefit, they should make sure their attorney is aware they have filed for Re-Parole and provide them a copy of their application.
 - If USCIS requests additional information, they will issue a Request for Evidence (RFE). If that happens, the Applicant should seek representation as soon as possible as it is time sensitive.
 - If the Applicant moves, they should change their address with USCIS within 10 days. They can make the change online through their MyUSCIS account or by submitting [Form AR-11](#).
 - Checking case status: the Applicant can check their case status at any time through their MyUSCIS account. The Applicant will also receive notices by mail, but their online account is updated faster.
 - Remind the Applicant that you are not their attorney, and your assistance with their case has now come to an end.
 - Let the Applicant know that they will be receiving a follow-up

email from Clinic staff with more information about next steps and how they can find an attorney, if they are interested in additional assistance with their immigration case.

Returning to the Zoom Main Room

- Please return to the Zoom main room once you are finished wrapping up with the Applicant, unless otherwise instructed.

After Your Shift

- If you have not done so already, please delete all Applicant files from your computer and log out of the Applicant's MyUSCIS account.
- Leave the WhatsApp chat. See [here](#) for instructions on how to leave a WhatsApp chat on your phone or web browser.

Thank you for participating in our Clinic!

B.4. Sample Day of Checklist & Instructions for Volunteer Legal Captains

Many clinics have experienced volunteers or staff attorneys with expertise in the case type who are available to conduct legal reviews and answer legal questions that may arise. These volunteers typically need a separate set of instructions for their role in the clinic. The checklist and instructions should provide detailed information about what steps need to be taken and may include guidance related to common issues and frequently asked questions.

This sample checklist and day of instructions is from a Re-Parole clinic that was held remotely and hosted by the ABA's Commission on Immigration. The experts were referred to as "legal captains" at this clinic. Hyperlinks have been removed from this sample.

This resource is for informational purposes only and should not be construed as containing legal advice. This sample is included as a tool to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in this sample (e.g., filing requirements, mailing addresses, fees, etc.) *should not* be relied upon, as it has not been reviewed or updated recently, and the information might be outdated.

Virtual Re-Parole Clinic Legal Captain Checklist

[DATE]

Thank you for volunteering at the Re-Parole Clinic. This Checklist contains essential information for your Legal Captain shift. It is very important that you read the Checklist in advance of your shift, and that you have it readily accessible while you volunteer.

LEGAL REVIEW

Confirm

- ☐ Applicant's contact information
- ☐ Applicant's A number
- ☐ Applicant's Social Security number
- ☐ Form Preparers are using the correct version of the Tip Sheet

Review the I-131

- ☐ *An annotated I-131 online form is available [here](#).*
- ☐ Basis of Eligibility: "I am outside the United States, and I am applying for an Advance Parole Document" should be selected.
- ☐ Preparer Information: should be completed with Adonia Simpson's name and contact information (not the info for the volunteer form preparer).
- ☐ About You -> Other Information: "I am requesting an Employment Authorization Document (EAD) upon approval of my new Operation Allies Welcome (OAW) period of parole" should be populated and answered.
- ☐ Application Information: this should be skipped (all sections which include: your request, your request page 2, and advance parole document).
- ☐ Evidence
 - o 2 x 2 Photos: should be skipped.
 - o Photo Identity Documents
 - Best document to include is parole-based EAD (front and back). Other acceptable documents: passport (biographical page and any pages with visas, driver's license, Tazkira with translation)
 - Document provided must be labeled in the system.
 - o Advance Parole Document for Individuals Outside the US: should be skipped.
- ☐ Additional Information: only required if Applicant has aliases or another issue that must be acknowledged on the Form I-131.

Next Steps

- ☐ Ensure that Form Preparers know how to upload the Preparer Statement.
- ☐ Make sure that Form Preparers know to download the completed form as a PDF.
- ☐ Confirm that Form Preparers know to complete the Exit Form and attach the aforementioned PDF.

COMMON LEGAL QUESTIONS

Typos on Legal Documents

- Use Applicant's legal name (typically what is provided on the Applicant's passport) and provide all other spellings as aliases in the Additional Information section of the Form I-131. This is a common issue.

Referrals

- If Applicant does not appear eligible for the Clinic, instruct Form Preparers to refer the Applicant to ILSAA. Information for the referral is provided in the Tip Sheet (email [EMAIL] with the Applicant's name, phone number, and primary language).

Outdated Tip Sheet

- If Form Preparers are using an outdated Tip Sheet, they will not have access to all documents necessary for the Clinic. Provide them with this [Tip Sheet link](#).

Child as Applicant

- USCIS has not clarified how to best approach this issue. Best practices dictate that if the Form Preparer is working with a child Applicant:
 - Any child that is 14 years or older may sign for themselves.
 - Example 1 (Applicant child aged 14): Susan Smith
 - For a child under 14 years old, their accompanying adult can type out the child's name and put in parentheses that a parent is signing.
 - Example 2 (Applicant child aged 10): Sally Smith (parent signing for child)

Red Flag Analysis

- Applicant has applied for Special Immigrant Visa but still waiting on Chief of Mission (COM) approval.
 - An individual in this situation should still be eligible for the Clinic. Ask clarifying questions to understand where they are in the process and confirm. Case processing times vary greatly for SIV cases.
 - Note: there are [two SIV tracts](#): the old process (used until July 19, 2022) and the new process (used since July 20, 2022). The new process combined two steps in the SIV application process (COM approval and the SIV petition), this change should not impact the I-485 stage, but it may help explain complicated application histories or timelines.
- Applicant worked with someone to prepare Form I-589, but never submitted it.
 - An individual in this situation may still be eligible for the Clinic. Ask clarifying questions about the situation such as who the person was, did they fill it out online or by paper, what happened to the documents they filled out, is there a contract, etc.
- Applicant 1 has a pending I-589 and included Applicant 2 as a derivative.
 - Neither individual in this situation is eligible for the Clinic.

- Applicant 1 has a pending I-485 and Applicant 2, their adult/married child, does not have a pending I-485 and was not included on the original case.
 - Applicant 1 is not eligible for this Clinic. Applicant 2 should still be eligible for the Clinic.

QUICK LINKS

- ☐ [WhatsApp group chat](#) (link does not change)
- ☐ [Tip Sheet](#) (link changes EACH CLINIC)
- ☐ [Exit Form](#) (link does not change)

Thank you for participating in our Clinic!

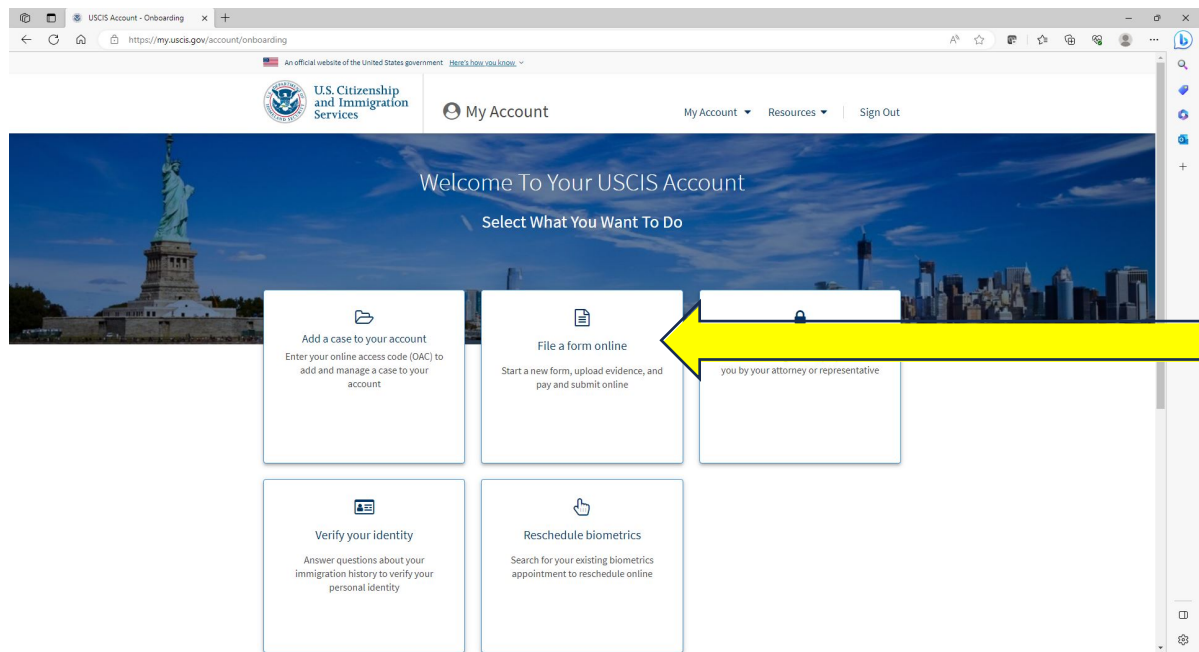
B.5. Sample Annotated Form for Clinic Volunteers

Immigration forms are updated regularly by the federal government and some questions are challenging to interpret for non-attorneys and attorneys unfamiliar with immigration law. Consider including an annotated version of the form that the volunteers will help applicants complete at the clinic. This sample annotated Form I-131 from the ABA's Commission on Immigration was given to volunteers participating in a Re-Parole clinic. The clinic was hosted remotely, and volunteers helped applicants complete the form online.

This resource is for informational purposes only and should not be construed as containing legal advice. This sample is included as a tool to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in this sample (e.g., filing requirements, mailing addresses, fees, etc.) *should not* be relied upon, as it has not been reviewed or updated recently, and the information might be outdated.

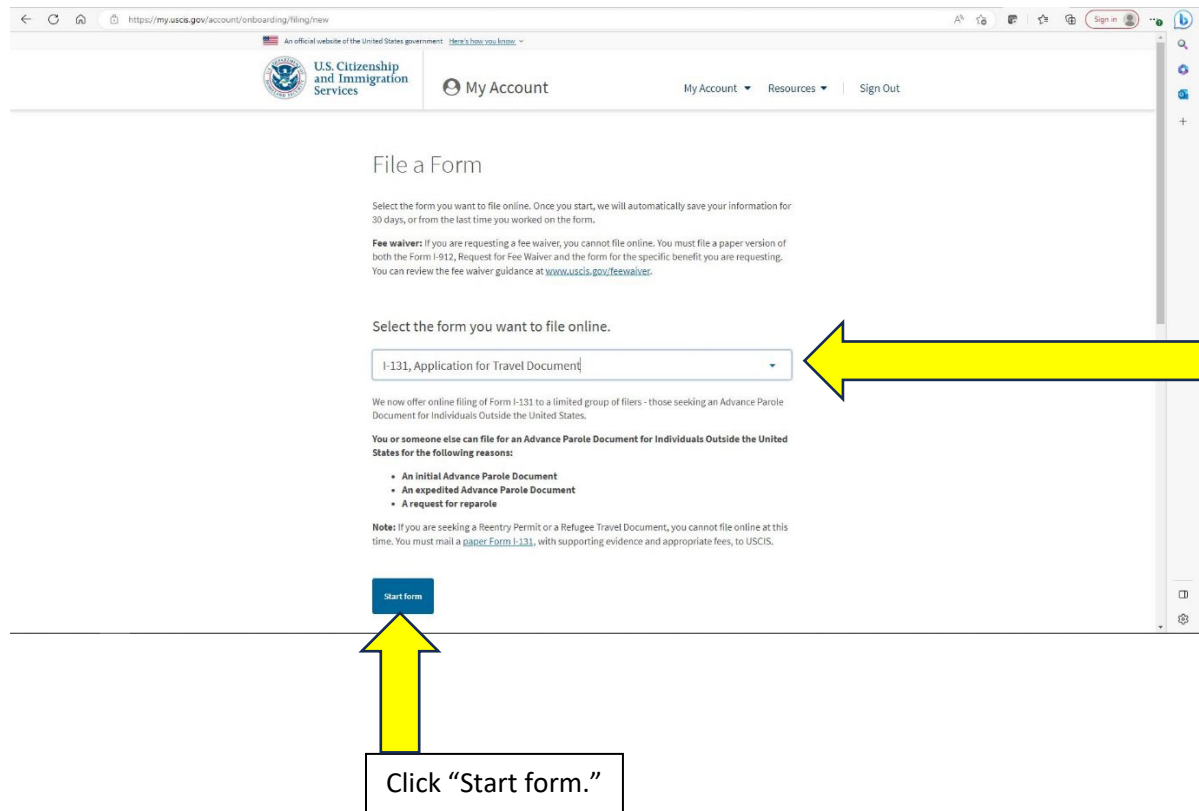
Sample Annotated Form I-131

Online Filing



The screenshot shows the USCIS My Account dashboard. The header includes the USCIS logo, "My Account", "Resources", and "Sign Out". The main heading is "Welcome To Your USCIS Account" with the subheading "Select What You Want To Do". There are five tiles: "Add a case to your account", "File a form online" (highlighted with a yellow arrow), "Verify your identity", "Reschedule biometrics", and a partially visible "File a form online by your attorney or representative" tile. A yellow arrow points from the text "Select 'File a form online.'" to the "File a form online" tile.

Select "File a form online."



The screenshot shows the "File a Form" page. It includes instructions on selecting a form and a "Fee waiver" section. A dropdown menu is set to "I-131, Application for Travel Document". Below this, it states that online filing is available for a limited group of filers seeking an Advance Parole Document. A list of reasons is provided: "An initial Advance Parole Document", "An expedited Advance Parole Document", and "A request for reparole". A note mentions that Reentry Permits and Refugee Travel Documents cannot be filed online. A yellow arrow points from the text "Select 'I-131, Application for Travel Document.'" to the dropdown menu. Another yellow arrow points from the text "Click 'Start form.'" to the "Start form" button.

Select "I-131, Application for Travel Document."

Click "Start form."

← ↻ 🔍 https://my.uscis.gov/forms/application-for-travel-document/start/overview

An official website of the United States government [Here's how you know](#)

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

I-131, Application For Travel Document

This form is for applying to U.S. Citizenship and Immigration Services (USCIS) for the following travel documents:

- Advance Parole Document for Individuals Outside the United States:** The granting of an Advance Parole Document for individuals outside the United States is an extraordinary measure used sparingly to allow an otherwise inadmissible alien to travel to the United States and to seek parole into the United States for a temporary period of time due to urgent humanitarian reasons or for significant public benefit (significant public benefit parole is typically limited to law enforcement or homeland security-related reasons). An Advance Parole Document cannot be used to circumvent normal visa issuance procedures and is not a means to bypass delays in visa issuance.

⚠️ Only certain applicants may apply for a travel document online with USCIS at this time

You must submit a paper application if you are in one of the below groups:

- I am a permanent resident or conditional resident of the United States, and I am applying for a Reentry Permit.
- I now hold U.S. refugee or asylee status, and I am applying for a Refugee Travel Document.
- I am a permanent resident as a direct result of refugee or asylee status, and I am applying for a Refugee Travel Document.
- I am applying for an Advance Parole Document to allow me to return to the United States after temporary foreign travel.
- Haitian Family Reunification Parole (HFRP) Program.
- Filipino WWII Veterans Parole (FWVP) Program.

If you are in one of these groups, do **NOT** file online; you must submit your application.

Feedback

Afghan Re-Parole is NOT listed. Per USCIS guidance, Re-Parole applicants are eligible to file online.

← ↻ 🔍 https://my.uscis.gov/forms/application-for-travel-document/start/start-application

Activity Management for International Operations] which you can find at www.dhs.gov/privacy. DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 1.65 hours per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 1.17 hours. The collection of passport-style photographs is estimated at 0.50 hours. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services
Office of Policy and Strategy, Regulatory Coordination Division
5900 Capital Gateway Drive, Mail Stop #2140
Camp Springs, MD 20558-0009

Do not mail your completed Form I-131 to this address.

OMB No. 1615-0013
Expires: 10/31/2025

Security Reminder

If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

Back Start

Feedback

Click "Start."

https://my.uscis.gov/forms/application-for-travel-document/13291508/getting-started/basis-of-eligibility

An official website of the United States government [Click here to learn more](#)

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

I-131, Application for Travel Document

Getting Started

Basis of eligibility

Preparer information

About You

Application Information

Evidence

Additional Information

Review and Submit

What type of application are you applying for?

Note: If you are an Afghan parolee seeking re-parole and requesting an EAD, you must select the option that indicates you are outside the United States and applying for an Advance Parole Document.

Warning: You can file your request online only for certain application types. If your application type does not appear as an option, you must file a **paper Form I-131**. If you submit online and are not eligible for one of the application types listed as an option, your application may be denied.

☒ I am outside the United States, and I am applying for an Advance Parole Document

☐ I am applying for an Advance Parole Document for a person who is outside the United States

Are you requesting expedited processing?

You **cannot** request expedited processing if you are seeking an Advance Parole Document under one of the Family Reunification Parole policies.

For all other applicants, to request expedited processing you must provide a detailed written explanation of your request with your application.

Feedback

Per USCIS guidance, Re-Parole applicants should select "I am outside the United States..."

https://my.uscis.gov/forms/application-for-travel-document/13291508/getting-started/basis-of-eligibility

I am applying for an Advance Parole Document for a person who is outside the United States

Are you requesting expedited processing?

You **cannot** request expedited processing if you are seeking an Advance Parole Document under one of the Family Reunification Parole policies.

For all other applicants, to request expedited processing you must provide a detailed written explanation of your request with your application.

☐ Yes

☒ No

Are you applying for re-parole?

You can request re-parole if you were paroled into the United States and need to remain in the United States beyond the authorized parole period to accomplish the purpose for which parole was approved.

☒ Yes

☐ No

Back Next

Feedback

U.S. Citizenship and Immigration Services

I-131, Application for Travel Document

Getting Started

Basis of eligibility

Preparer information

Preparer information page 2

About You

Application Information

Evidence

Additional Information

Review and Submit

Is someone assisting you with completing this application?

☒ Yes

☐ No

Is a preparer assisting you with completing this application?

A preparer is anyone who completes or helps you complete all or part of your application using information and answers that you provide.

☒ Yes

☐ No

Back

Next

Feedback

All Applicants getting assistance through this clinic model should select "yes" to these preparer questions. Complete the form with the information provided by the Clinic (whether the Preparer is LSP staff or the volunteer).

U.S. Citizenship and Immigration Services

I-131, Application for Travel Document

Getting Started

Basis of eligibility

Preparer information

Preparer information page 2

About You

Application Information

Evidence

Additional Information

Review and Submit

What is your preparer's full name?

Given name (first name)

Family name (last name)

What is your preparer's business or organization name?

☐ My preparer is not part of a business or organization.

What is your preparer's mailing address?

Country

Address line 1

Feedback

← ↻ 🏠 <https://my.uscis.gov/forms/application-for-travel-document/13291508/getting-started/preparer-information/preparer> A⁺ 📄 🏠 📧 ⚙️ 🔒 Sign in

What is your preparer's mailing address?

Country

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town **State** **ZIP code**

Provide a 5 or 9-digit ZIP code.

What is your preparer's contact information?

Daytime telephone number **Phone extension number**

Provide a 10-digit phone number.

Email address
☐ My preparer does not have an email address.

Feedback

← ↻ 🏠 <https://my.uscis.gov/forms/application-for-travel-document/13291508/about-you/your-name> A⁺ 📄 🏠 📧 ⚙️ 🔒 Sign in

An official website of the United States government [Here's how you know.](#)

U.S. Citizenship and Immigration Services My Account ▾ Resources ▾ Sign Out

I-131, Application for Travel Document

Getting Started ▾

About You ▴

Your name

Your contact information

When and where you were born

Other information

Application Information ▴

Your request ▾

Advance parole document

Evidence ▴

2" x 2" photo of you

Photo identity documents

Advance parole document for individuals outside the United States

Additional Information ▴

Additional information

Review and Submit ▾

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here. This is the name we will print on your card.

Given name (first name) **Middle name**

Family name (last name)

Feedback

← ↻ 🔍 https://my.uscis.gov/forms/application-for-travel-document/13291508/about-you/your-contact-information

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 **U.S. Citizenship and Immigration Services**

My Account ▾ Resources ▾ | Sign Out

I-131, Application for Travel Document

Getting Started ▾

About You ▲

Your name

Your contact information

When and where you were born

Other information

Application Information ▾

Evidence ▾

Additional Information ▾

Review and Submit ▾

What is your daytime phone number?

Provide a 10 to 20-digit number.

What is your physical address?

In care of name (if any)

Country

Address line 1

Street number and name

Address line 2

← ↻ 🔍 https://my.uscis.gov/forms/application-for-travel-document/1329150/about-you/when-and-where-you-were-born

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 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

I-131, Application for Travel Document

- Getting Started ▾
- About You ▴**
 - Your name
 - Your contact information
 - When and where you were born**
 - Other information
- Application Information ▾
- Evidence ▾
- Additional Information ▾
- Review and Submit ▾

What is your date of birth?

What is your country of birth?

What is your country of citizenship?

https://my.uscis.gov/forms/application-for-travel-document/13291508/about-you/other-information

An official website of the United States government

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

I-131, Application for Travel Document

Getting Started

About You

Your name

Your contact information

When and where you were born

Other information

Application Information

Evidence

Additional Information

Review and Submit

What is your gender?

☐ Male

☐ Female

What is your A-Number?

Your A-Number is located on your Permanent Resident Card (formerly known as the Alien Registration Card or referred to as the Green Card), and consists of a 7, 8, or 9-digit number.

The A-Number may be located on the front or back of the card, depending on when the card was issued.

Where to find your A-Number



https://my.uscis.gov/forms/application-for-travel-document/13291508/about-you/other-information

I-131, Application for Travel Document

What is your A-Number?

☐ I do not have or know my A-Number.

A-

Provide a 7, 8, or 9-digit number. If your A-Number is fewer than 9 digits, the system will automatically add zero(s) after the "A" and before the first digit so there is a total of 9 digits, for example: A-001234567.

What is your U.S. Social Security number (SSN)?

☐ I do not have or know my U.S. Social Security number.

Provide a 9-digit Social Security number.

What is your class of admission?

OAR - Operation Allied Refuge Parole

Back Next

WRONG:

If this is the last question visible, refill out the information on this page in order.

← ↻ 🔍 https://my.uscis.gov/forms/application-for-travel-document/13291508/about-you/other-information

What is your U.S. Social Security number (SSN)?

☒ I do not have or know my U.S. Social Security number.

Provide a 9-digit Social Security number.

What is your class of admission?

OAR - Operation Allied Refuge Parole

I am requesting an Employment Authorization Document (EAD) upon approval of my new Operation Allies Welcome (OAW) period of parole.

☒ Yes
☐ No

Back Next

CORRECT:
If this is the last question visible, you can indicate whether the Applicant wants a work permit.

← ↻ 🔍 https://my.uscis.gov/forms/application-for-travel-document/13291508/application-information/your-request

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

I-131, Application for Travel Document

Getting Started
About You
Application Information
Your request
Your request page 2
Advance parole document
Evidence
Additional Information
Review and Submit

What is your date of intended departure?

MM/DD/YYYY

What is the expected length of your trip (in days)?

Provide a numeric value between 1 and 10000.

Are you, or any person included in this application, now in exclusion, deportation, removal or rescission proceedings?

☐ Yes
☐ No

Skip the "Your request" section.

← ↻ 🔍 https://my.uscis.gov/forms/application-for-travel-document/13291508/application-information/your-request/your-request-2

An official website of the United States government [Here's how you know](#)

U.S. Citizenship and Immigration Services My Account Resources Sign Out

I-131, Application for Travel Document

Getting Started
About You
Application Information
Your request
Your request page 2
Advance parole document
Evidence
Additional Information
Review and Submit

Where do you want this travel document sent?

☐ To the physical address you provided in the "About You" section

☐ To a U.S. Embassy or consulate

☐ To a DHS office overseas

Back Next

[Return to top](#)

Topics Citizenship Schedule an Appointment Find a Doctor Find a Class

U.S. Citizenship

Skip the "Your request page 2" section.

← ↻ 🔍 https://my.uscis.gov/forms/application-for-travel-document/13291508/application-information/advance-parole-document

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U.S. Citizenship and Immigration Services My Account Resources Sign Out

I-131, Application for Travel Document

Getting Started
About You
Application Information
Your request
Your request page 2
Advance parole document
Evidence
Additional Information
Review and Submit

Explain how you or the beneficiary qualify for an Advance Parole Document and what circumstances warrant issuance for advance parole.

Please provide an explanation

0/500

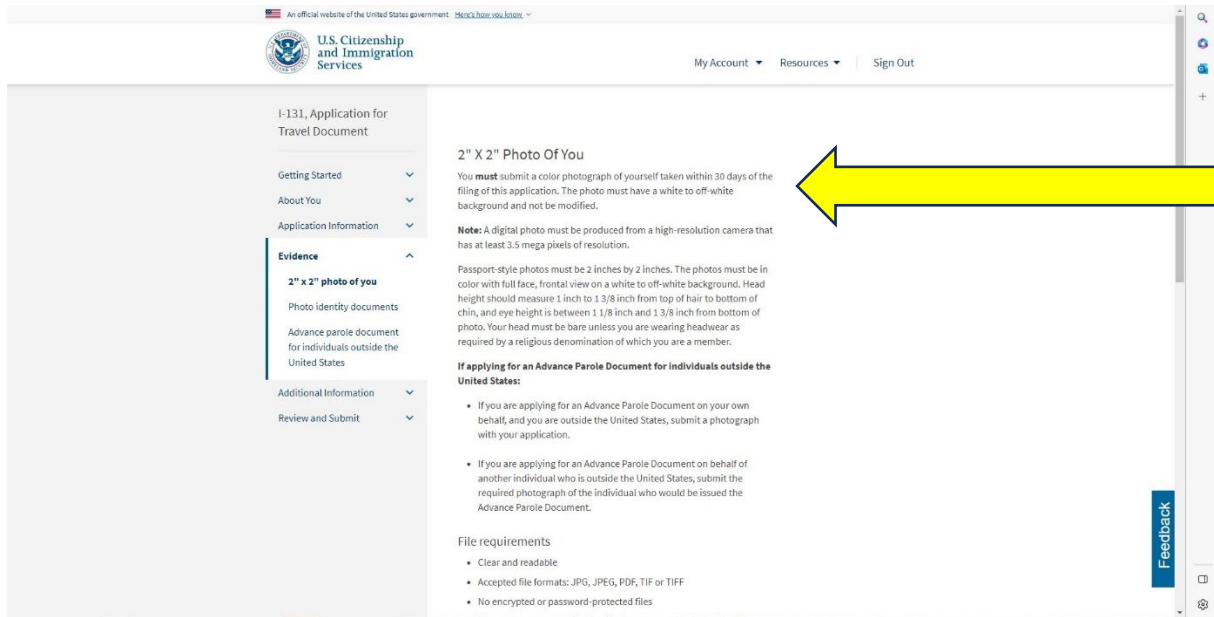
How many trips do you intend to use this document?

☐ One trip

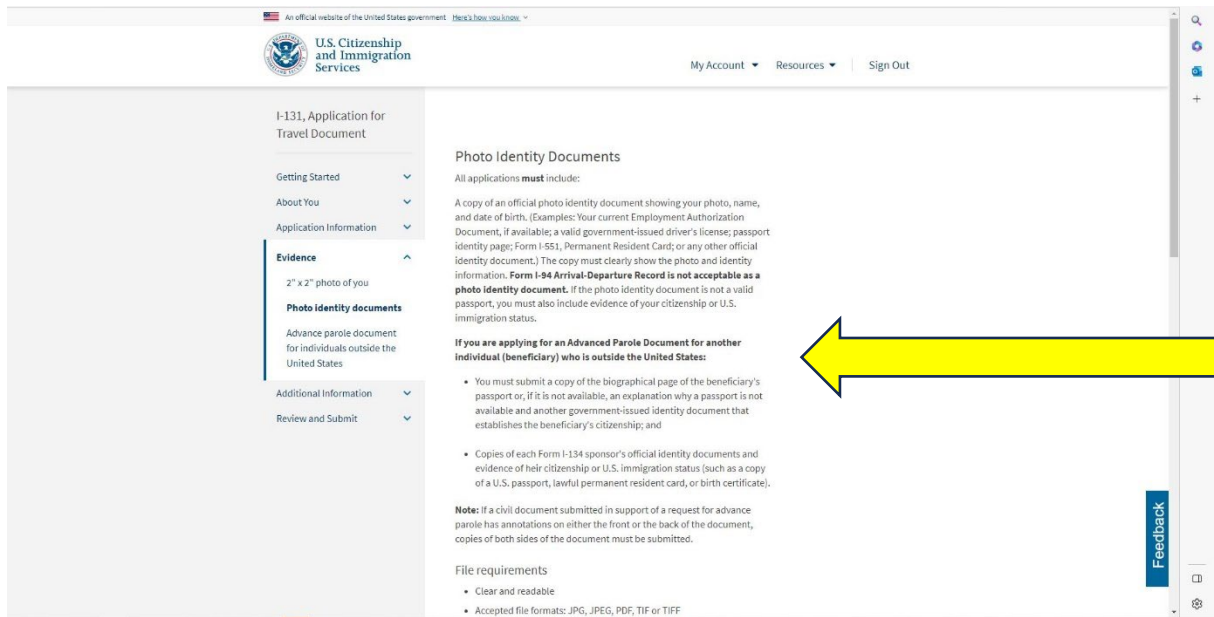
☐ More than one trip

Is the person intended to receive an Advance

Skip the "Advance parole document" section.



USCIS has not clarified whether 2 x 2" photos are required for Re-Parole applications but the USCIS FAQ indicate they are not.



Common photo identity documents include the applicant's parole-based EAD (front and back), passport (biographical page and any page with visas), driver's license, and Tazkira.

https://my.uscis.gov/forms/application-for-travel-document/13291508/evidence/photo-identity-documents

- Copies of each Form I-134 sponsor's official identity documents and evidence of their citizenship or U.S. immigration status (such as a copy of a U.S. passport, lawful permanent resident card, or birth certificate).

Note: If a civil document submitted in support of a request for advance parole has annotations on either the front or the back of the document, copies of both sides of the document must be submitted.

File requirements

- Clear and readable
- Accepted file formats: JPEG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

File name	Document	Action
Manita English 2.jpg	Employment	Delete

Back Next

Feedback

Follow the "File requirements" instructions and upload the evidence here.

Be sure to use the drop-down menu to label the uploaded file. If you do not label it, the file will not save.

https://my.uscis.gov/forms/application-for-travel-document/13291508/evidence/advance-parole-outside-the-US

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

I-131, Application for Travel Document

Getting Started

About You

Application Information

Evidence

2" x 2" photo of you

Photo identity documents

Advance parole document for individuals outside the United States

Additional Information

Review and Submit

Advanced Parole Document For Individuals Outside Of The United States

If you are applying for an Advance Parole Document for an individual who is outside the United States under one of the Family Reunification Parole policies, you must attach:

- For the CFRP Program, complete documentation as described in the application instructions included in the invitation letter

If you are applying for an Advance Parole Document for an individual who is outside the United States (either for yourself or another individual), other than under one of the Family Reunification Parole policies noted in item above, you must attach:

- A detailed description of the urgent humanitarian or significant public benefit reason for which an Advance Parole Document is requested, an explanation for the length of time for which parole is requested, and copies of evidence that support the basis for your request;
- Form I-134, Affidavit of Support, completed as directed in the Form I-134 instructions;
- A statement explaining why a U.S. visa cannot be obtained, including when and where attempts were made to obtain a visa, or an explanation of why a visa was not sought to enter the United States;
- If applicable, a statement explaining why a waiver of inadmissibility cannot be obtained to allow issuance of a visa, including when and where attempts were made to obtain a waiver, and a copy of any DHS decision on your waiver request, or an explanation of why a waiver has not been sought;
- A copy of any decision on an immigrant or non-immigrant petition or

Feedback

USCIS has not yet clarified whether this section applies to Re-Parole applications.

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

I-131, Application for Travel Document

- Getting Started
- About You
- Application Information
- Evidence
- Additional Information**
- Review and Submit

Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

+ Add a response

Back Next

Return to top

Topics Citizenship Schedule an Appointment Find a Doctor Find a Class

Feedback

This is optional and is intended as a space to explain any additional information, such as a list of aliases.

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

I-131, Application for Travel Document

- Getting Started
- About You
- Application Information
- Evidence
- Additional Information
- Review and Submit**

Review your application

Your application summary

Preparer statement

Preparer signature

Your signature

Check your application before you submit

Please review your application and check it for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee

1 Your form filing fee is: \$0

Refund policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

2 We found no alerts or warnings in your application.

The filing fee should be \$0.

There must be no alerts in the application in order to submit it.

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

I-131, Application for Travel Document

Getting Started
About You
Application Information
Evidence
Additional Information
Review and Submit

Review your application
Your application summary
Preparer statement
Preparer signature
Your signature

Review the I-131 form information

Here is a summary of all the information you provided in your application. Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

[View draft snapshot](#) [Print](#)

Getting Started

Basis of eligibility

What type of application are you applying for? I am outside the United States, and I am applying for an Advance Parole Document

Are you requesting expedited processing? No

Are you applying for re-parole? Yes

Preparer information

Legal Captains can review the form in the MyUSCIS webpage, as the “draft snapshot” or as a PDF from the “Print” option.

U.S. Citizenship and Immigration Services

My Account Resources Sign Out

I-131, Application for Travel Document

Getting Started
About You
Application Information
Evidence
Additional Information
Review and Submit

Review your application
Your application summary
Preparer statement
Preparer signature
Your signature

Preparer's certification and signature

Your preparer must read and agree to the certification below.

I declare that I prepared this benefit request at the request of the applicant, that it is based on all the information of which I have knowledge, and that the information is true to the best of my knowledge.

As the applicant's preparer, you must sign on paper and provide your signature page to the applicant. Follow these steps:

1. Download the Preparer Signature page
2. Print the Preparer Signature page
3. Read and sign the Preparer Signature page
4. Give the signed Preparer Signature page to the applicant

Preparer must print, sign, and date this form (next page).

← ↻ 🏠 https://my.uscis.gov/forms/application-for-travel-document/13291508/review-and-submit/preparer/signature-upload An official website of the United States government [Here's how you know.](#) Sign in

 U.S. Citizenship and Immigration Services My Account Resources Sign Out

I-131, Application for Travel Document

Getting Started ▾
About You ▾
Application Information ▾
Evidence ▾
Additional Information ▾
Review and Submit ▴
Review your application
Your application summary
Preparer statement
Preparer signature
Your signature

Preparer's Signature Upload
Scan and upload your preparer's completed signature page below.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

Back Next



Upload the completed Preparer's Statement here.



**Information About Person Who Prepared This Application,
If Other Than the Applicant**

Department of Homeland Security
U.S. Citizenship and Immigration Services

NOTE: If you are an attorney or representative, you must submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with this application.

Preparer's Full Name

Provide the following information concerning the preparer:

1.a. Preparer's Family Name (Last Name)

1.b. Preparer's Given Name (First Name)

2. Preparer's Business or Organization Name

Preparer's Mailing Address

3.a. Street Number and Name

3.b. Apt. ☐ Ste. ☐ Flr. ☐

3.c. City or Town

3.d. State



3.e. ZIP Code

3.f. Postal Code

3.g. Province

3.h. Country

Preparer's Contact Information

4. Preparer's Daytime Phone Number Extension

() -

5. Preparer's E-mail Address (if any)

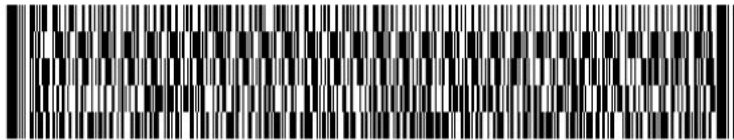
Declaration

To be completed by all preparers, including attorneys and authorized representatives: I declare that I prepared this benefit request at the request of the applicant, that it is based on all the information of which I have knowledge, and that the information is true to the best of my knowledge.

6.a. Signature of Preparer

6.b. Date of Signature (mm/dd/yyyy)

NOTE: If you require more space to provide any additional information, use a separate sheet of paper. You must include your Name and A-Number on the top of each sheet.



← ↻ 🏠 <https://my.uscis.gov/forms/application-for-travel-document/13291508/review-and-submit-your-signature> Sign in

U.S. Citizenship and Immigration Services My Account ▾ Resources ▾ Sign Out

I-131, Application for Travel Document

- Getting Started ▾
- About You ▾
- Application Information ▾
- Evidence ▾
- Additional Information ▾
- Review and Submit ▴**
 - Review your application
 - Your application summary
 - Preparer statement
 - Preparer signature
 - Your signature**

Applicant declaration and certification

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.

I certify, under penalty of perjury under the laws of the United States of America, that this application and the evidence submitted with it is all true and correct. I authorize the release of any information from my records that U.S. Citizenship and Immigration Services needs to determine my eligibility for the benefit that I am seeking.

☐ I have read and agree to the applicant's statement

Back Next

← ↻ 🏠 <https://my.uscis.gov/forms/application-for-travel-document/13291508/review-and-submit-your-signature> Sign in

U.S. Citizenship and Immigration Services My Account ▾ Resources ▾ Sign Out

I-131, Application for Travel Document

- Application Information ▾
- Evidence ▾
- Additional Information ▾
- Review and Submit ▴**
 - Review your application
 - Your application summary
 - Preparer statement
 - Preparer signature
 - Your signature**
 - Pay and submit

Applicant declaration and certification

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.

I certify, under penalty of perjury under the laws of the United States of America, that this application and the evidence submitted with it is all true and correct. I authorize the release of any information from my records that U.S. Citizenship and Immigration Services needs to determine my eligibility for the benefit that I am seeking.

☒ I have read and agree to the applicant's statement

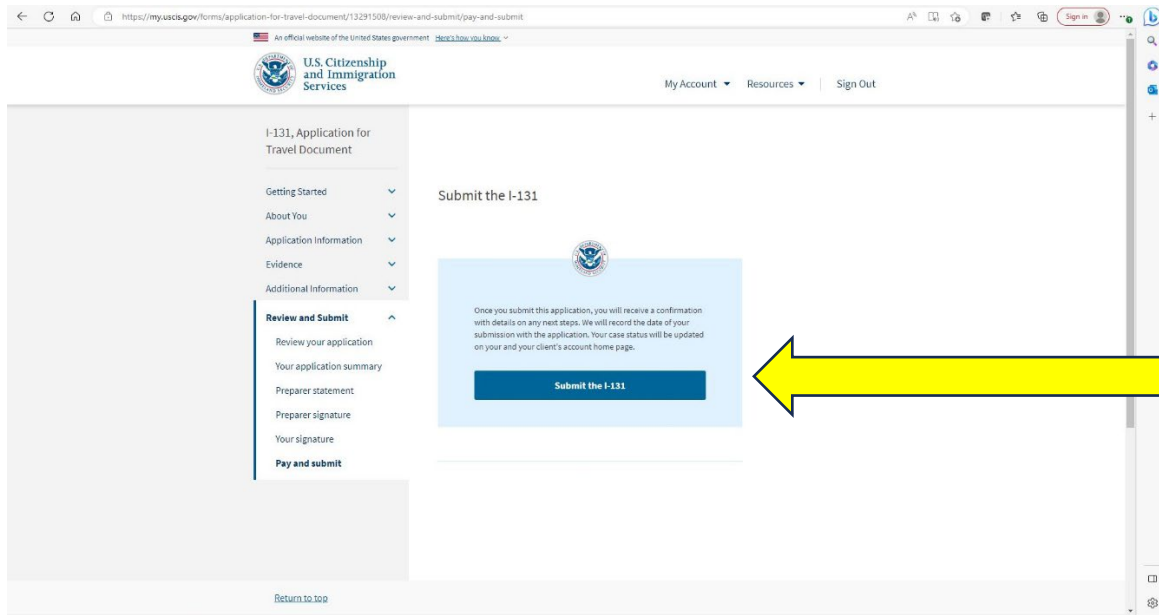
Applicant Signature

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

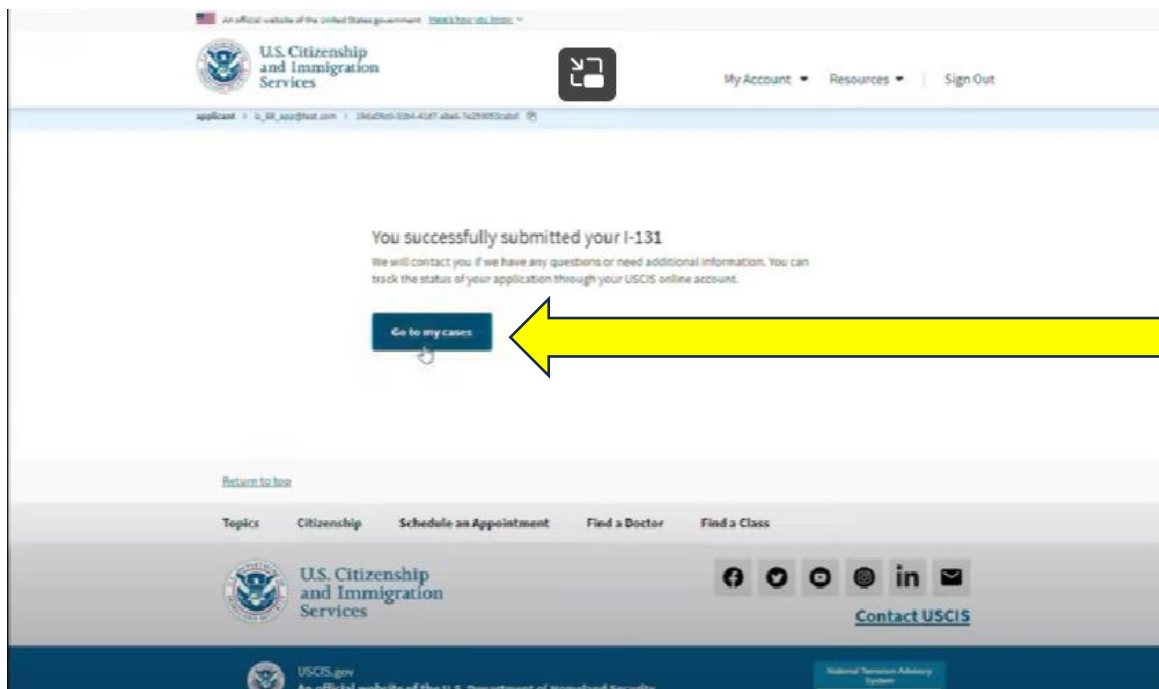
Jane Doe

Back Next

For child Applicants: any child that is 14 years or older can sign for themselves. For a child that is under 14 years old, their accompanying adult can type in the child's name and put in parentheses that a parent is signing.



After a Legal Captain has completed their Legal Review and the Applicant confirms they are ready for submission, submit the I-131.



Before exiting the Applicant's MyUSCIS account, click "Go to my cases."

Note for the Applicant that they can find their Receipt Number here.

Download a PDF copy of the submitted I-131 here. You will need this for the Exit Form.

I-131 Application for Travel Document

Submitted on June 5, 2023 | Receipt # IOE9203882038

[View PDF](#)

Important reminder if you need to update a beneficiary's physical address or phone number

If you are requesting parole on behalf of a beneficiary, you may update their physical address or phone number.

Visit the [Unsolicited Evidence page](#) and upload a letter that includes the following:

- Beneficiary's first and last name
- Receipt number of Form I-131 you filed for the beneficiary
- Reason for change in address and/or phone number
- New address and/or phone number
- Copy of the identity document submitted for the beneficiary with the original form I-131

[Case Status](#)

[Case History](#)

[Documents](#)

June 5, 2023

Case Was Received And A Receipt Notice Was Sent

On June 5, 2023, we received your Form I-131, Application for Travel Document, Receipt Number IOE9203882038, and sent you a receipt notice or acceptance notice. The notice describes how we will process your case. Please follow the instructions in the notice. If you move, go to www.uscis.gov/addresschange to give us your new mailing address.

Current as of today at 11:09 a.m.

These three tabs allow the Applicant to check on their Case Status, see the Case History, and confirm the Documents they submitted with the I-131.

B.6. Sample Instructions for Volunteers on How to Troubleshoot Common Issues

It is helpful to consider potential issues, challenges, or questions that may come up at the clinic. Anticipating those issues and then creating a document to address the issues to share with volunteers is a great way to reduce challenges and save time during the day of the clinic. The issues will be different depending on the type of clinic and whether the clinic is being held in-person or virtually. The instruction sheets can be distributed to volunteers on the day of the clinic or in advance.

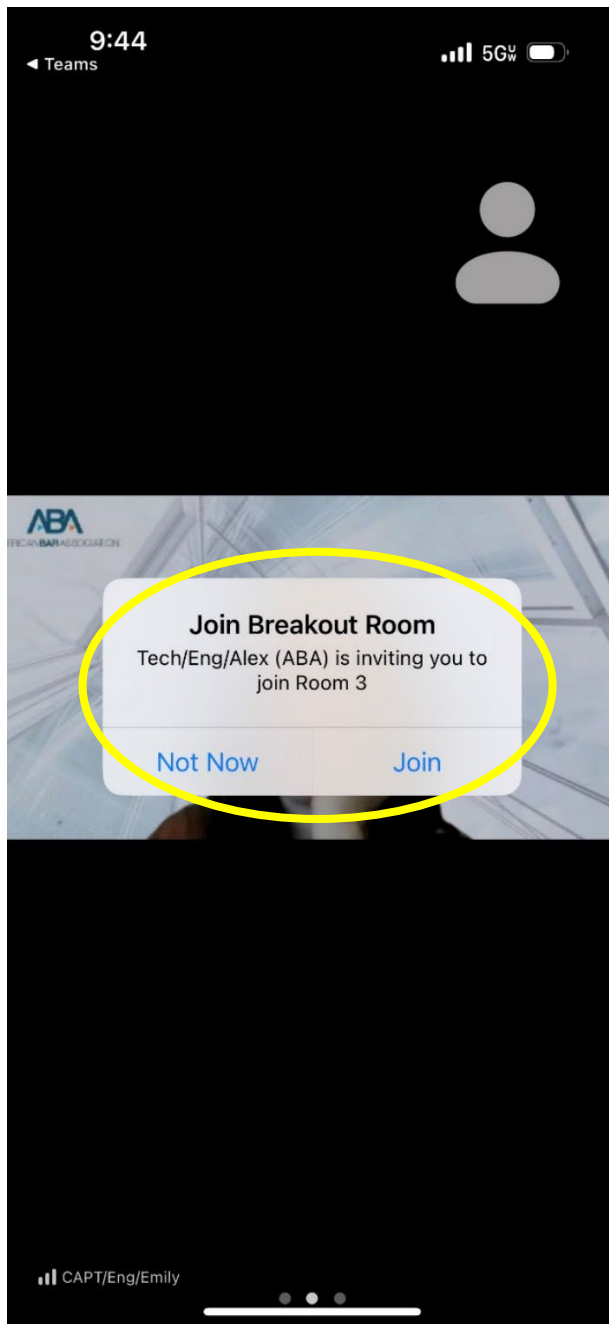
For example, these two sample instruction documents were shared with volunteers to address anticipated questions and issues during a remote clinic. These are being provided as samples to show the types of documents that you may need to prepare for volunteers. Both samples were previously used by the ABA's Commission on Immigration.

- Zoom Breakout Room Invites on Phones: This instruction sheet includes screenshots so volunteers can see how to join a breakout invitation from a phone.
- Logging into myUSCIS with Remote Control Access on Zoom: This instruction sheet includes screenshots so volunteers can learn what steps to take when accessing myUSCIS and giving remote control access to the applicant on Zoom to login using their credentials.

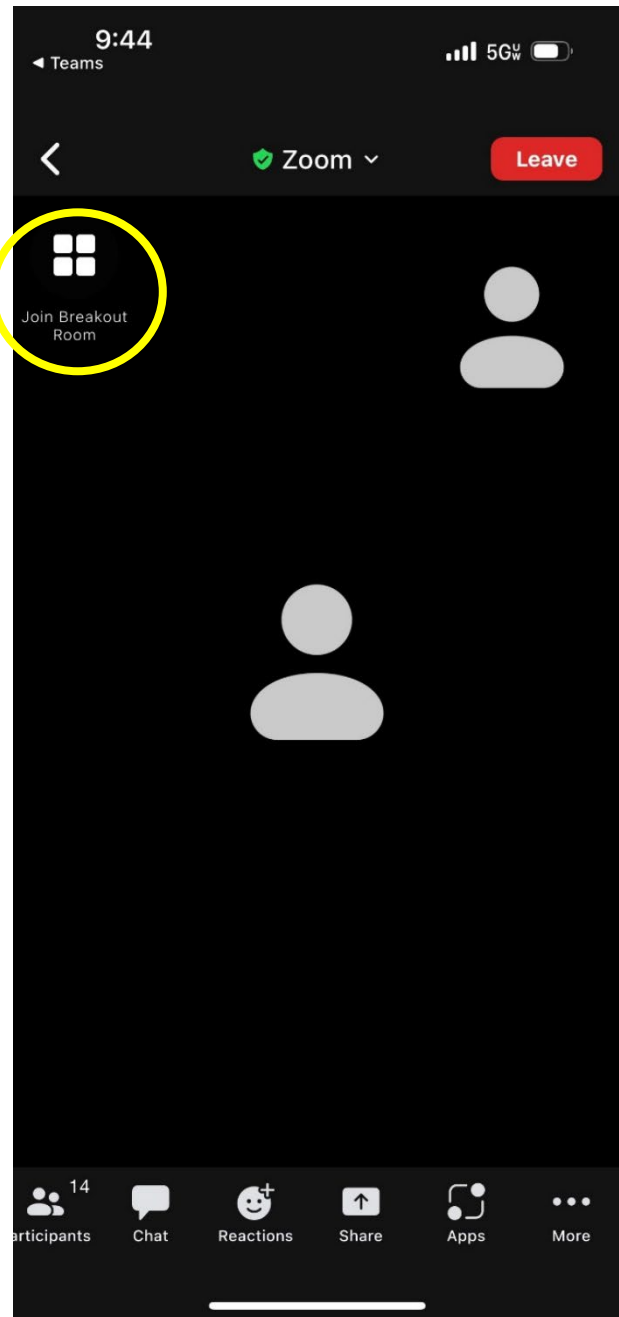
This resource is for informational purposes only and should not be construed as containing legal advice. These samples are included as a tool to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in the samples (e.g., filing requirements, mailing addresses, fees, etc.) *should not* be relied upon, as it has not been reviewed or updated recently, and the information might be outdated.

Zoom Breakout Room Invites on Phones

iPhone:



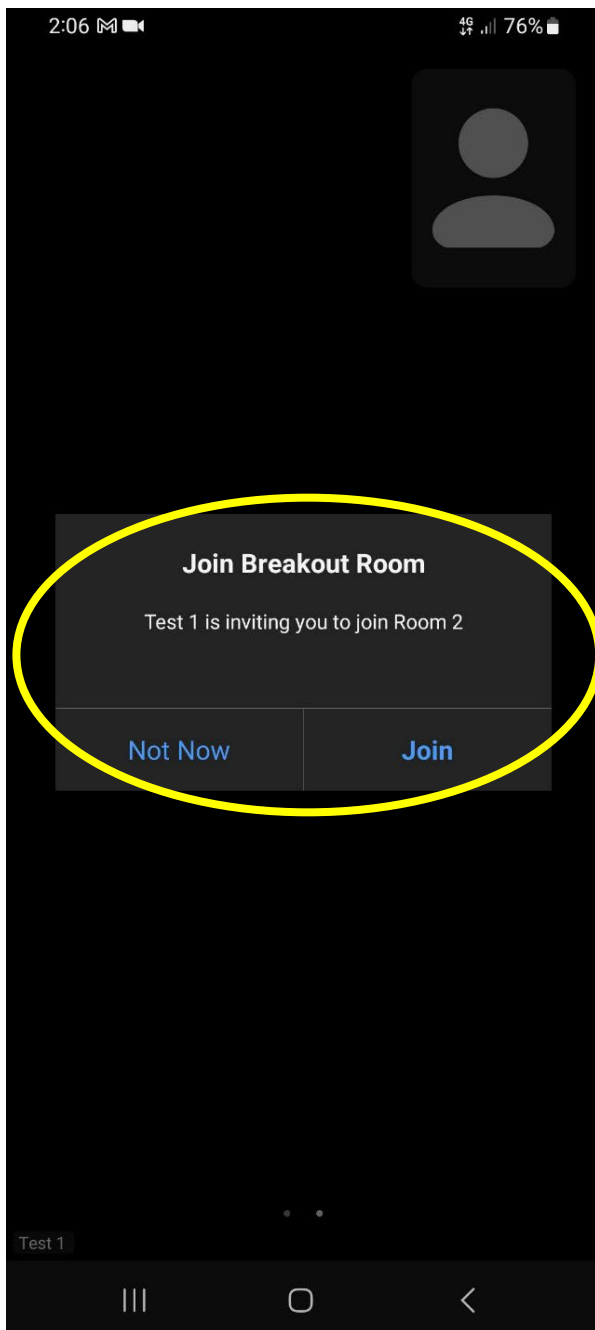
When the invitation is first sent to the Applicant, it will pop up like this. Instruct them to click "Join."



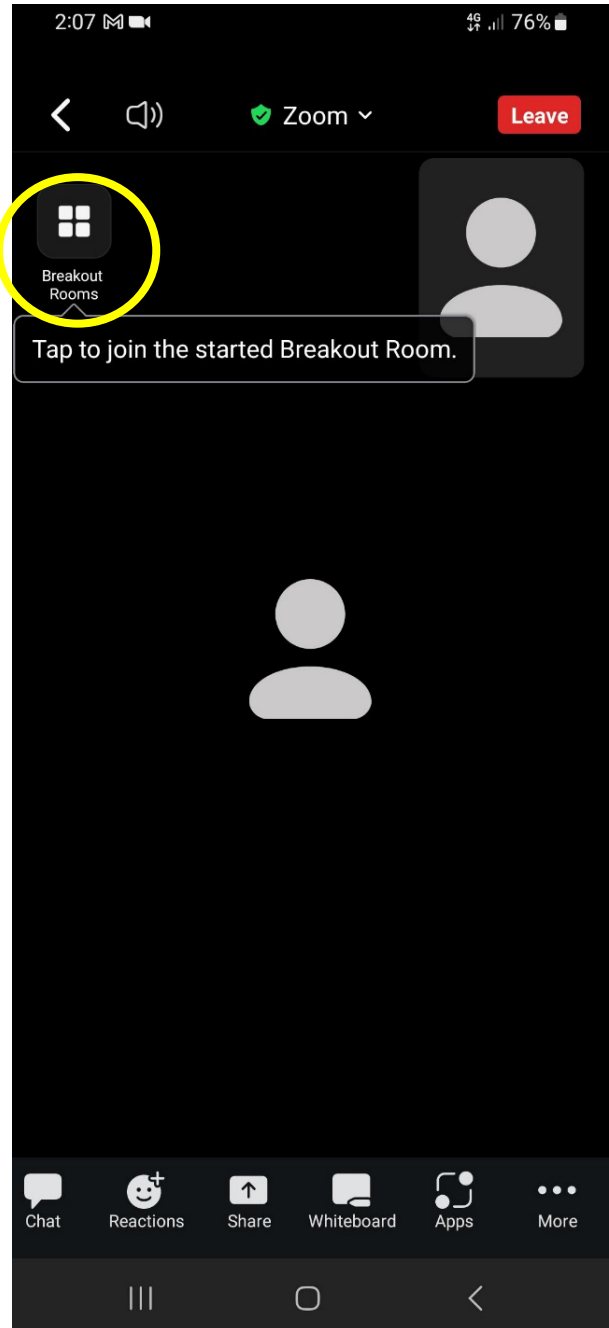
If the Applicant misses the initial invitation, they can still join the room by going to the top left corner of their screen and selecting "Join Breakout Room."

Zoom Breakout Room Invites on Phones

Android:



When the invitation is first sent to the Applicant, it will pop up like this. Instruct them to click "Join."

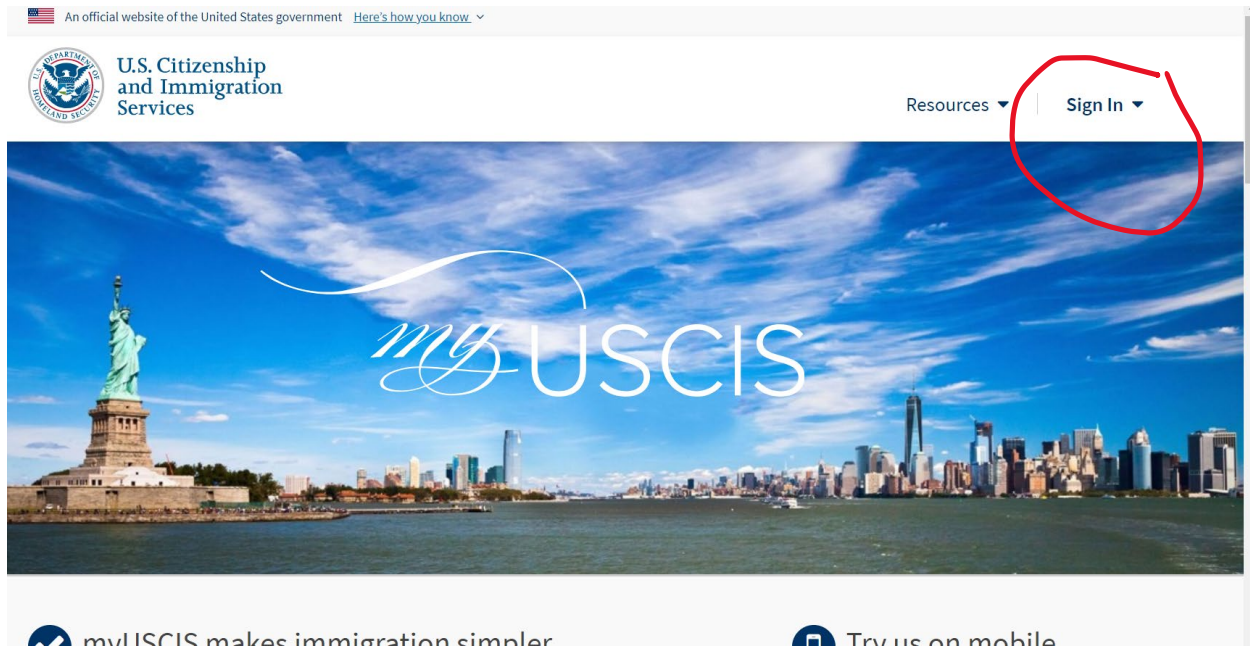


If the Applicant misses the initial invitation, they can still join the room by going to the top left corner of their screen and selecting "Join Breakout Room."

Logging into myUSCIS with Remote Control Access on Zoom

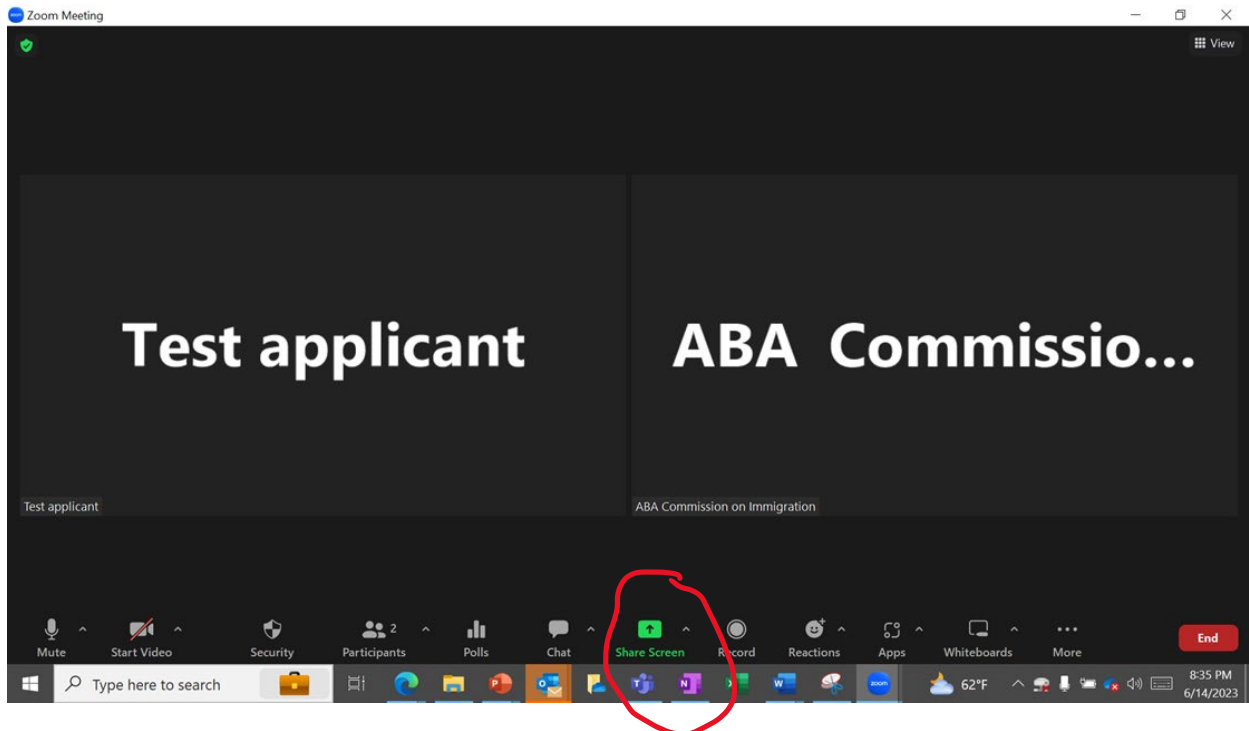
If Applicant is using a computer to join Zoom, you can allow Applicant to take control of your screen so that they are able to type in their own login credentials into myUSCIS.

1. Navigate to [the myUSCIS website](#) and click on “Sign In.”

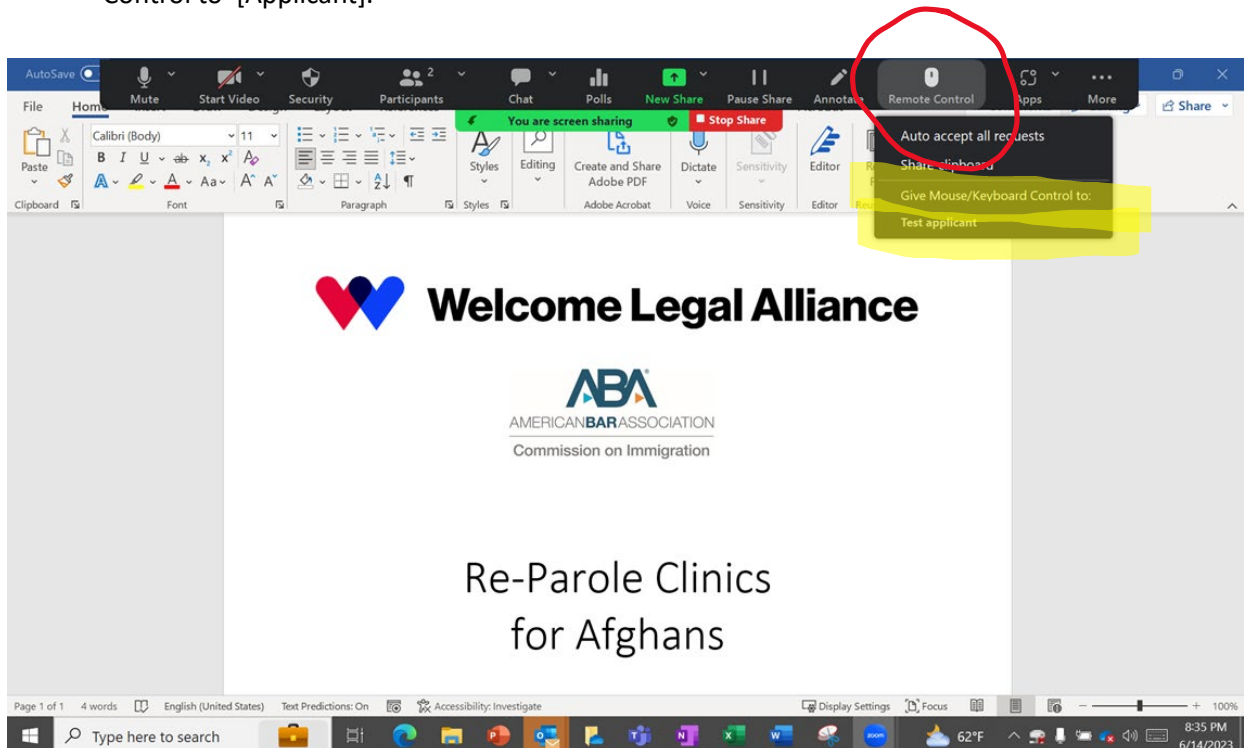


2. Pause when you get to the sign in page.

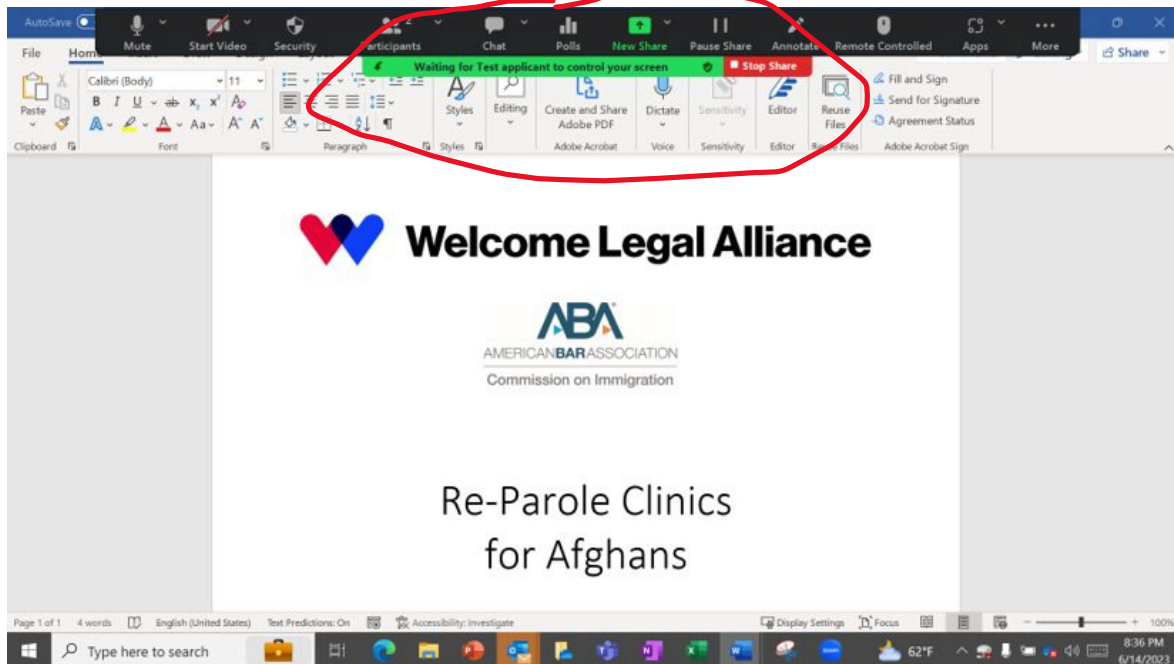
3. Make sure you (volunteer) turn on screen sharing on Zoom. To do so, click on the green “Share Screen” button at the bottom of the Zoom screen. Share the myUSCIS website with Applicant.



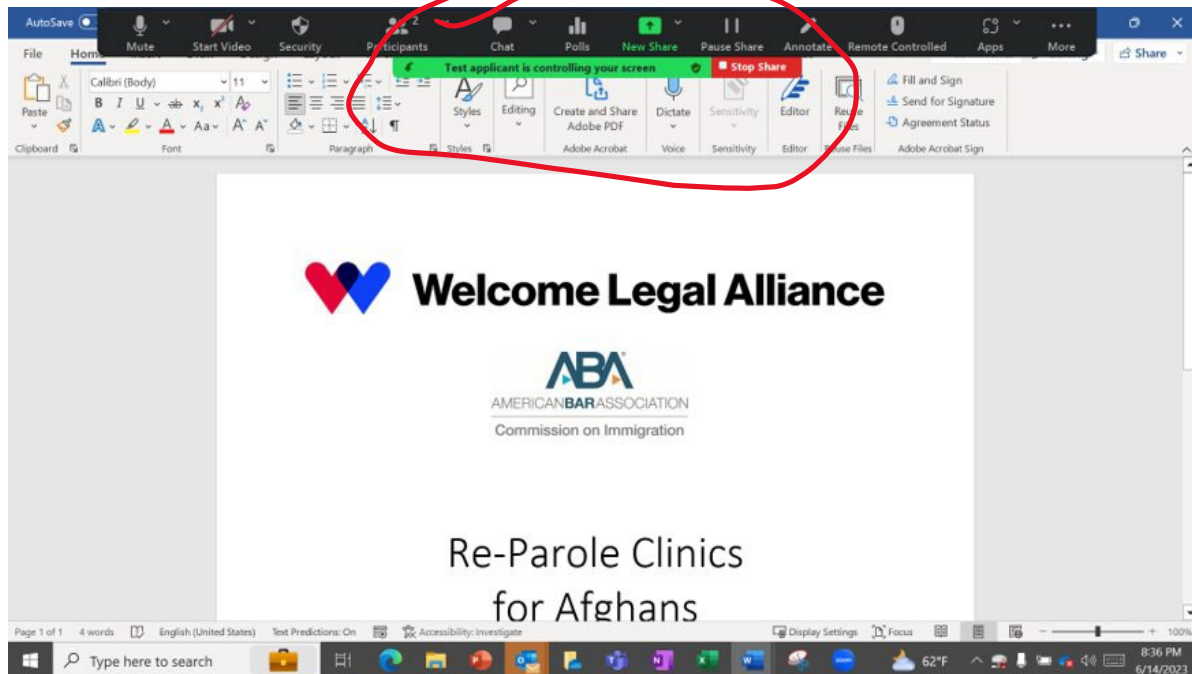
4. Click “Remote Control” at the top of the Zoom screen. Then select “Give Mouse/Keyboard Control to [Applicant].”



5. A green banner will appear that says: “Waiting for [Applicant] to control your screen.” The Applicant will get a notification box telling them to click to accept control of your screen.



6. Once the Applicant has accepted control of the screen, the green banner will say “[Applicant] is controlling your screen.”



7. Applicant can then type in their own log-in credentials to sign into myUSCIS. Once they have logged into myUSCIS, click on “Stop Share” to take back control of the screen so that you (the volunteer) are the person typing in the form I-131.

C. Documents for Clinic Participants



C.1. Template Pro Se Clinic Participant Agreement

It is best practice to provide written agreements for participants to memorialize expectations and highlight that the clinic will not result in representation. You will want to create a clinic participant agreement to be signed by everyone who will participate in the clinic as applicants in need of assistance. Add in your organization's name and the type of clinic that you will be hosting. Additionally, add specific details related to the type of case that is being worked on and/or the type of application that is being prepared.

This toolkit includes two templates for pro se clinic participant agreements. Note that these templates do not establish an attorney-client relationship between the volunteers and the clinic participants. They should only be used for participants who are attending a clinic with a limited scope and for pro se assistance. Both templates were adapted from forms used by the ABA's Commission on Immigration.

This resource is for informational purposes only and should not be construed as containing legal advice. This template is included as a tool to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in this template (e.g., filing requirements, mailing addresses, fees, etc.) *should not* be relied upon, as it has not been reviewed or updated recently, and the information might be outdated.

[Access an editable Word document of this template here.](#)

Pro Se Clinic Participant Agreement

I understand that I am receiving limited scope, pro se assistance at the _____
Clinic. I understand that the purpose of the Clinic is to help me complete and submit my

application as a pro se applicant. I understand that **HOSTING ORGANIZATION** is not
representing me in my _____ application or any other aspect of my immigration case
as part of the Clinic. I understand that the volunteers who help me during the Clinic are
not representing me in my _____ application or any other aspect of my immigration
case as part of the Clinic. I understand that I am free to speak with an immigration
attorney outside of this Clinic for specific questions related to my case.

Signature: _____ Date: _____

Name: _____

If Applicant is Under 14 years of age:

Signature: _____ Date: _____

Name of Parent or Guardian: _____

Pro Se Clinic Participant Agreement

I understand that I am receiving limited scope, pro se assistance at the **SPECIFIC TYPE** clinic. I understand that the purpose of the clinic is to help me complete my **RELIEF** application and application for **RELIEF/BENEFIT**, if needed, and that I will file my own application.

I understand that **HOSTING ORGANIZATION** is not representing me in my **RELIEF** case. I understand that the volunteers who help me complete my **RELIEF** application during the clinic are not representing me in my **RELIEF** case.

I understand that I am free to speak with an immigration attorney outside of this **RELIEF** Clinic for specific questions related to my case.

Signature: _____

Printed Name: _____

Date: _____

C.2. Sample Communications for Participants: Welcome & Reminder Emails

Communicating with participants in advance of a clinic is essential to provide reminders and the necessary logistics information to help ensure that participants attend the clinic. The information that you will want to provide will vary depending on whether the clinic will be held in person or virtually and depending on what participants need to be prepared. Additionally, it is helpful to communicate with participants in writing in advance regarding what documents and other materials they should have with them during the clinic.

This toolkit includes two sample communications to provide different approaches on pre-clinic communications with participants.

- Welcome Email to Applicants: The ABA's Commission on Immigration provided this sample welcome email in the *Temporary Protected Status (TPS) Clinic for Afghans Toolkit*.
- Reminder Email to Applicants (English & Dari): This sample reminder email to applicants, available in English and Dari, was previously used for a Re-Parole Clinic hosted by the ABA's Commission on Immigration.

This resource is for informational purposes only and should not be construed as containing legal advice. These samples are included as a tool to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in the samples (e.g., filing requirements, mailing addresses, fees, etc.) *should not* be relied upon, as it has not been reviewed or updated recently, and the information might be outdated.

Sample: Welcome Email to Applicants

Subject: Registration Received for [DATE] Temporary Protected Status Clinic

Hello,

Thank you for your interest in participating in the upcoming Temporary Protected Status Clinic! We look forward to working with you.

As a reminder, this Clinic is a one-time workshop for Afghans who are interested in applying for Temporary Protected Status and who do not have attorneys.

The Clinic date you selected is on [DATE], from [TIME] to [TIME]. The Clinic will take place [virtually over [PLATFORM] or in-person at [LOCATION]]. For [instructions on Zoom or directions to the in-person location], please see the end of this email.

Please review and sign the attached Applicant Agreement form prior to the Clinic. Please remember to bring or have available the following items for evidence:

- Your I-94
- Your passport
- Your travel history
- Evidence of continuance presence (which are documents that show you have been in the United States since March 15, 2022), examples include:
 - Rental agreement
 - Bills
 - Paycheck stubs
 - Birth certificates of children born in the United States
 - Any additional evidence

[IF VIRTUAL] [PLATFORM] link: [LINK]

You may join the Zoom meeting from your phone or computer but please ensure you are joining from a private and quiet space. **We recommend joining from a computer.**

Zoom instructions:

- Sign up for your own free account at <https://zoom.us/signup> with your email address. You will receive an email from Zoom. In the email, select Activate Account. Once you have an account you can click on the Zoom link above to join the meeting.
- For Zoom How-To videos, please see <https://learn-zoom.us/show-me>.

[IF IN-PERSON] ADDRESS OF CLINIC LOCATION

Directions:

- Using public transit: Take BUS/METRO to CLOSEST BUS/METRO STOP. Walk down STREET to ADDRESS. Please take the elevators to FLOOR.
- PHOTO OF OUTSIDE BUILDING

We look forward to meeting you!

Sincerely,

COORDINATOR INFORMATION

Sample: Reminder Email to Applicants (English & Dari)

To: Applicant (Emails can be found on Qualtrics) - MONDAY

From: EMAIL

Cc: EMAIL

Subject: REMINDER: DATE Re-Parole Clinic

Hello,

Thank you for your interest in participating in the upcoming Re-Parole Clinic! We look forward to working with you.

As a reminder, this Clinic is a one-time workshop for Afghans who are interested in applying for Re- Parole and who do not have attorneys.

The Clinic date you selected is on DATE, from 1:30 to 3:30 pm ET. The Clinic will take place online. For Zoom instructions, please see the end of this email.

If you have not done so already, please review and sign the attached Applicant Agreement form prior to the Clinic. Please remember to bring or have available the following items for evidence:

- Your I-94
- Copy of an identification document, such as:
 - (Preferred)The front and back of your paroled-based employment authorization document (EAD)
 - Biographical page of your passport and any pages with visas,
 - Your driver's license, OR
 - Your Tazkira.

Zoom link: LINK

You may join the Zoom meeting from your phone or computer but please ensure you are joining from a private and quiet space. **We recommend joining from a computer.**

Zoom instructions:

- Sign up for your own free account at <https://zoom.us/signup> with your email address.
- You will receive an email from Zoom. In the email, select Activate Account. Once you have an account you can click on the Zoom link above to join the meeting
- For Zoom How-To videos, please see <https://learn-zoom.us/show-me>.

We look forward to meeting you!

Sincerely,

سلام

تشکر از علاقمندی تان برای اشتراک در جلسه حقوقی برنامه اجازه اقامت موقت دوباره (Re-Parole)!

ما مشتاقانه منتظر همکاری با شما هستیم.

قابل یادآوری است که این ورکشاپ یکبار برای افغان هایکه علاقمند درخواست به اجازه اقامت موقت هستند و وکیل ندارد، میباشد.

جلسه که شما انتخاب نموده اید به تاریخ جولای ۲۶ ساعت ۱:۳۰ بعد از ظهر و جلسه به صورت آنلاین از طریق زوم میباشد. برای رهنمایی استفاده از زوم آخر این ایمیل را ببینید.

لطفاً به خاطر داشته باشید که اسناد زیر را بیاورید یا در دسترس داشته باشید:

- ورق ۹۴-۱
- کپی مدارک شناسایی مانند:
 - ❖ پشت و روی اجازه نامه کار تان (ترجیحا)
 - ❖ صفحه بیوگرافی پاسپورت شما و هر صفحه دارای ویزا
 - ❖ اجازه نامه راننده گی
 - ❖ تذکره شما

لینک زوم: [LINK](#)

شما می‌توانید از طریق تلفن یا کامپیوتر خود به جلسه Zoom بپیوندید، اما لطفاً مطمئن شوید که از یک فضای خصوصی و آرام به جلسه می‌پیوندید. ما پیوستن از طریق کامپیوتر را توصیه می‌کنیم.

رهنمای استفاده از زوم:

- برای حساب کاربری رایگان خود در <https://zoom.us/signup> با آدرس ایمیل خود ثبت نام کنید.
- یک ایمیل از زوم دریافت خواهید کرد. در ایمیل، Activate Account را انتخاب کنید. هنگامی که یک اکونت دارید، می‌توانید برای پیوستن به جلسه، روی لینک زوم بالا کلیک کنید.
- برای ویدیوهای آموزش زوم، لطفاً به <https://learn-zoom.us/show-me> مراجعه کنید.

در آرزوی دیدار شما هستیم!

با احترام

C.3. Sample Closing Checklists for Participants

Many times, it is important that participants take additional steps in their legal case following a clinic. To help communicate key information and to assist clinic participants, it is helpful to create a handout with a checklist or write a closing email or letter to communicate what they need to do next in their legal case. The communication can also include important reminders, next steps, important links to find information, and/or contact details. The communication should be distributed to or sent out to all participants.

This toolkit includes three sample communications to provide different examples for post-clinic communications for participants. These samples were adapted from communications used by the ABA's Commission on Immigration.

- Closing Email to Applicants for Re-Parole Clinic (3 languages): This sample email was sent to those who participated in a Re-Parole clinic. The same text is provided in English, Dari, and Pashto.
- Closing Email (Afghan Temporary Protected Status (TPS) Toolkit): This sample communication was sent to participants after a TPS clinic for Afghan individuals.
- Check-Out Handout for Applicants After Employment Authorization Document (EAD) clinic: This sample handout was adapted from a post-clinic email used following an EAD clinic. This handout (or something similar) could be distributed to participants on the day of the clinic, so they have the information they need to move forward on their case.

This resource is for informational purposes only and should not be construed as containing legal advice. These samples are included as a tool to help practitioners see formatting and the type of information that should be included when creating similar documents. The substantive information contained in the samples (e.g., filing requirements, mailing addresses, fees, etc.) *should not* be relied upon, as it has not been reviewed or updated recently, and the information might be outdated.

Sample Closing Email to Applicants for Re-Parole Clinic (3 languages)

Sent on Thursdays

To: [applicants from this week]

Cc: FACILITATORS

Subject: Next steps from your Re-Parole Clinic

Thank you for your participation in the Re-Parole Clinic. Please review this important information regarding your application.

1. **Change of Address:** USCIS will mail the approval of your Re-Parole application and your renewed Employment Authorization Document to the most recent address on file for you. Every time you change your address you must submit Form AR-11 to update your address with USCIS **within 10 days**. You can access Form AR-11 [online](#). If you need help filling out the form in English, contact [EMAIL](#) or go to your local resettlement agency.
2. **Check Your Case Status:** You can check the status of your pending Re-Parole application online at any time.
 - If you filed online: login to your MyUSCIS account to check your case status. You can choose to receive automatic alerts via email and/or text message from your MyUSCIS account so that you will be notified when there is an update to your case status.
 - If you filed by paper: enter your Receipt Number on USCIS's [Case Status Online](#) tool to check your case status. You can find the Receipt Number on the top of the Receipt Notice you should receive in the mail within a few weeks of submitting the application.
3. **Consult with an Immigration Attorney:** Remember, the volunteers who assisted you at the Re-Parole Clinic are not your attorneys. If you have been working with an immigration attorney on any aspect of your immigration case, be sure to tell the attorney that you applied for Re-Parole at the virtual clinic. If you have not already applied for Asylum, the Special Immigrant Visa (SIV), or another longer-term immigration status, consider consulting with an immigration attorney. You can email [EMAIL](#) to see if you are eligible for free legal services. You can also find local legal service providers by zip code [here](#) or [here](#). If you can afford a private attorney, you can look for one [here](#). For guidance on how to find an immigration lawyer, please visit [here](#).

Thank you,

ORGANIZATION Re-Parole Clinic Staff

بخاطر مشاركت شما در كلينيك آزادي مشروط تشكر مي‌كنيم. لطفاً اين اطلاعات مهم مربوط به درخواست خودتان را مطالعه كنيد.

1. **تغيير آدرس:** USCIS تأييديه درخواست آزادي مشروط و مدرک مجوز اشتغال تمديدشده شما را به جديدترين آدرس موجود شما در دوسيه پست خواهد كرد. هر بار آدرس خود را تغيير دهيد، بايد فورم 11-AR را پر كنيد تا آدرس شما در USCIS طی 10 روز به‌روزرسانی شود. شما مي‌توانيد [آنلاين](#) به فرم 11-AR دسترسي داشته باشيد. اگر براي پرکردن فورم به زبان انگليسي به كمك نياز داريد، با [EMAIL](#) ارتباط برقرار كنيد يا به اداره اسكان مجدد محلي خودتان برويد.

2. **وضعيت دوسيه خود را بررسي كنيد:** شما مي‌توانيد وضعيت درخواست آزادي مشروط معلق خود را بصورت آنلاين در هر زماني بررسي كنيد.
 • اگر فورم را آنلاين پر كرديد: براي بررسي وضعيت دوسيه خود، وارد حساب MyUSCIS خودتان شويد. شما مي‌توانيد در حساب MyUSCIS خودتان انتخاب كنيد كه هشدارهاي خودكار را ذريعه ايميل و يا پيامك متني دريافت كنيد تا وقتي خبر جديدي درباره وضعيت دوسيه شما موجود است، سريعاً به شما اطلاع‌رسانی شود.
 • اگر فورم را كاغذي پر كرديد: شماره رسيد خود را در ايزار [آنلاين وضعيت دوسيه USCIS](#) وارد كنيد تا بتوانيد وضعيت دوسيه خودتان را بررسي كنيد. اين شماره رسيد در بالاي اعلاميه رسيدي موجود است كه طی چند هفته بعد از تحويل درخواست خودتان دريافت خواهيد كرد.

3. **با يك وكيل مهاجرتي مشورت كنيد:** يادتان باشد، داوطلباني كه در كلينيك آزادي مشروط به شما كمك كردند، وكلاي شما نيستند. اگر در هر يك از جنبه هاي دوسيه مهاجرتي خودتان از يك وكيل مهاجرتي كمك گرفته‌ايد، حتماً به آن وكيل بگوييد كه براي آزادي مشروط در كلينيك مجازي درخواست داده‌ايد. اگر هنوز براي پناهندي، ويزاي مهاجرتي خاص (SIV) يا وضعيت مهاجرت بلنمدت تر درخواست نداده‌ايد، حتماً با يك وكيل مهاجرتي مشورت كنيد. شما مي‌توانيد براي اطلاع از اينكه واجد شرايط دريافت خدمات حقوقي رايجان هستيد يا خير، به [EMAIL](#) ايميل ارسال كنيد. شما مي‌توانيد ارائه دهندگان خدمات حقوقي محلي را با در نظر داشت كود ساحوي مربوطه در <https://www.immigrationadvocates.org/legaldirectory> يا <https://www.informedimmigrant.com/help> پيدا كنيد. اگر توانايي پرداخت مصارف وكيل خصوصي را داريد، مي‌توانيد يكي را در <https://www.aila.org/about/immigration-lawyer-search> پيدا كنيد. براي راهنمايي در مورد چگونگي پيدا كردن وكيل مهاجرت، لطفاً به https://www.informedimmigrant.com/resources/legal-help/how-to-find-an-immigration-lawyer/%23accordion_heading-Paralegal را دنبال كنيد.

متشكريم،

به كلينيك آزادي مشروط مجدد هبستگي حقوقي خوش آمديد

د مؤقتي اقامي لپاره د بياخلي غوښتنې په دې حقوقي مرکز کې له گډون څخه له تاسو مننه. مهرباني وکړئ د خپل غوښتنلیک په اړه په دغو مهمو معلوماتو له سره کتنه وکړئ.

1. **د اوسېدو د پټې بدلون:** USCIS به ستاسو د مؤقتي اقامي د غوښتنلیک تصویب او د کارگمارني د نوي شوي جواز سند ستاسو لپاره په دوسیه کې ورکړل شوې تر ټولو وروستۍ پټې ته ولېږي. هرځل چې تاسو خپل پټه بدلئ، باید له USCIS سره د خپلې پټې د تازه کولو لپاره د 11-AR فورمه د 10 ورځو په ترڅ کې وسپارئ. تاسو کولی شئ د 11-AR فورمې ته په <https://egov.uscis.gov/coa/addressChange.do> آنلاین بڼه لاسرسی پیدا کړئ. که تاسو په انګلیسي ژبه د اړونده فورمې په ډکولو کې مرستې ته اړتیا لرئ، نو له EMAIL سره اړیکه ونیسئ یا د بیا میشتیدنې اړوند خپلې ځایي ادارې ته مراجعه وکړئ.

2. **د خپلې قضیې حالت وګورئ:** تاسو کولی شئ هر وخت په آنلاین بڼه د مؤقتي اقامي لپاره د سپارل شوي بياخلي غوښتنې حالت وګورئ. ه که مو غوښتنلیک په آنلاین ډول سپارلی وي نو: خپل MyUSCIS حساب ته ننوتئ ترڅو د خپلې قضیې حالت وګورئ. تاسو کولی شئ د خپل MyUSCIS له حساب څخه د برېښنالیک او/یا لیکلي پیغام له لارې خپل سړي ډول خبرتیاوې ترلاسه کړئ ترڅو له مخې یې ستاسو د غوښتنلیک د حالت د بدلون پر مهال تاسو ته خبر درکړل شي. ه که تاسو په غیر حضوري یا د کاغذ په بڼه غوښتنلیک سپارلی وي نو: په USCIS کې <https://egov.uscis.gov/casestatus/landing.do> په آنلاین بڼه د قضیې د حالت د کتنې لپاره په اړونده وسیله یا برخه کې د خپل رسید شمېره دننه کړئ. تاسو کولی شئ د اړونده رسید شمېره د هغه رسید د خبرتیا په سر کې پیدا کړئ چې تاسو یې باید د خپل غوښتنلیک له سپارلو وروسته د څو اوونیو په ترڅ کې د پوستي صندوق له لارې ترلاسه کړئ.

3. **د کډوالۍ اړوند یوه وکیل سره مشوره وکړئ:** په یاد ولرئ چې، هغه رضاکاران چې له تاسو سره یې د مؤقتي اقامي د بياخلي غوښتنې په دې حقوقي مرکز کې مرسته کړې ده، ستاسو وکیلان نه ګڼل کېږي. که تاسو د کډوالۍ د قضیې په کومه برخه باندې د کډوالۍ له یوه وکیل سره کار کوئ، ډاډ ترلاسه کړئ چې اړونده وکیل ته ووايست چې تاسو په دې غیرحضوري حقوقي مرکز کې د مؤقتي اقامي لپاره بياخل غوښتنلیک سپارلی دی. که تاسو مخکې له مخکې د پناه غوښتنې، د کډوالۍ د ځانګړې ویزې (SIV) یا د کډوالۍ د کوم بل اوږد مهاله دریځ لپاره غوښتنلیک نه وي سپارلی، نو په اړه یې د کډوالۍ له یوه وکیل سره مشوره وکړئ. تاسو کولی شئ EMAIL پټې ته د دې لپاره برېښنالیک ولېږئ ترڅو معلومه کړئ چې ایا د وړیا حقوقي مرستې لپاره وړ یاست که نه. تاسو کولی شئ د ساحوي کود له لارې په ځایي توګه د حقوقي خدماتو چمتو کوونکي د <https://www.informedimmigrant.com/help> دلته پیدا کړئ. که تاسو په شخصي لګښت د وکیل د نیولو توان نه لرئ، نو کولی شئ د **د یوه وکیل په لټه کې شئ**. د کډوالۍ د یوه وکیل د موندلو د څرنگوالي په اړه د لارښوونې په موخه، مهرباني وکړئ له **دې ځایه** لیدنه وکړئ

له تاسو مننه،

د ORGANIZATION اړوند د مؤقتي اقامي د بياخلي غوښتنې د حقوقي مرکز کاري ډله

Sample Closing Email (Afghan TPS Toolkit)

[Dear Name]

Thank you for participating in the TPS clinic! As the volunteer informed you, the lawyer who helped you today is not your lawyer and does not represent you in your case. If you need additional assistance or information, please contact a legal service provider in your area. You can find local legal service providers at [Immigration Advocates Network](#) or the [American Immigration Lawyers Association](#). If you need additional information, please contact [redacted], or retain a private attorney.

Attached you will find the following documents:

- I-821
- I-765 [remove if applicant did not complete I-765]
- Cover Letter
- I-94 US entry information

Here is what you need to do next:

1. Review the attached documents and make any changes, if necessary.
2. Print the form(s) and sign and date the forms.
3. Sign the I-821 on page 11 at 6.a. and date at 6.b.
4. Sign I-765, page 5, 7.a. Signature, date at 7.b.
5. What to include with the application:
 - 2 passport photos [remove if applicant did not complete I-765]
 - Evidence of Identity and Evidence of Nationality [remove list items not relevant to applicant]
 - A copy of your passport;
 - A copy of your birth certificate, accompanied by photo identification; and/or
 - A copy of any national identity document bearing your photograph and/or fingerprint issued by your country, including documents issued by your country's Embassy or Consulate in the United States, such as a national ID card or naturalization certificate
 - Evidence of Date of Entry [remove list items not relevant to applicant]
 - A copy of your passport;
 - Copy of I-94 Arrival/Departure Record; or
 - Copies of documents specified in the "Continuous Residence (CR) Evidence" section below.

- Evidence of Continuous Residence (CR) and Evidence of Presence Since **March 15, 2022**
 - Employment records;
 - Rent receipts or lease agreements;
 - Utility bills, receipts or letters from utility companies;
 - School records from the schools that you or your children have attended in the U.S.;
 - Hospital or medical records concerning treatment or hospitalization of you or your children; or
 - Attestations by church, union or other organization officials who know you and where you have been residing.
 - Filing Fees (Money Order Made out to: US Department of Homeland Security) [**HIGHLIGHT THE APPLICANT'S APPLICABLE FILING FEE**]

The Applicant Is	Applicant's Age	I-821 Fee	Biometric Services	I-765 Fee	Total
Submitting their first TPS application and requesting an EAD	Younger than 14	\$50	\$0	\$0	\$50
	14-65 years old	\$50	\$85	\$410	\$545
	66 and older	\$50	\$85	\$0	\$135
Submitting their first TPS application and are not requesting an EAD	Younger than 14	\$50	\$0	N/A	\$50
	14 and older	\$50	\$85	N/A	\$135
Re-Registering for TPS and requesting an EAD	Younger than 14	\$0	\$0	\$410	\$410
	14 and older	\$0	\$85	\$410	\$495
Re-Registering for TPS and not requesting an EAD	Younger than 14	\$0	\$0	N/A	\$0
	14 and older	\$0	\$85	N/A	\$85

- REMINDER: Do not submit original documents as they may not be returned to you.
- REMINDER: All documents not in English must be accompanied by a certified translation (notarization is not required).

SAMPLE CERTIFICATION:

I, _____, am competent to translate from _____ into English, and certify that the translation of _____ is true and accurate to the best of my abilities.

Signature of Translator Name of Translator

Address and phone number of Translator _____

6. Make a copy of the whole filing for your records.

7. Send the original the following address with delivery tracking: [delete non-relevant options]

For applicants who live in: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming

U.S. Postal Service (USPS):

USCIS

Attn: TPS Afghanistan

P.O. Box 20300

Phoenix, AZ 85036-0300

FedEx, UPS, and DHL deliveries:

USCIS

Attn: TPS Afghanistan (Box 20300)

1820 E. Skyharbor Circle S

Suite 100

Phoenix, AZ 85034-4850

For applicants who live in: Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New

Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin

U.S. Postal Service (USPS):

USCIS

Attn: TPS Afghanistan

P.O. Box 805282

Chicago, IL 60680-5285

FedEx, UPS, and DHL deliveries:

USCIS

Attn: TPS Afghanistan (Box 805282)

131 South Dearborn - 3rd Floor

Chicago, IL 60603-5517

8. You should receive receipt notices within 4-6 weeks of delivery, and a fingerprint appointment about 4-6 weeks after the receipt notices.

9. The processing time for the applications is not clear at this point. If USCIS needs additional information, they will send you a Request for Evidence (RFE).

NOTE: If you receive a Request for Evidence (RFE), please respond to it or seek the assistance of an attorney as soon as possible so that you do not miss the deadline to respond.

10. Make sure to keep your address updated here, <https://www.uscis.gov/ar-11>. Be sure to always change your address with DHS when you move so that you do not miss any important information.

11. You can check case status here, <https://egov.uscis.gov/casestatus/landing.do> or contact USCIS Customer Service if you have any questions at 1(800) 375-5283.

If you know anyone who may benefit from our services, please feel free to share the following registration link with them: <https://ona.salsalabs.org/tpsclinic/index.html>.

Thank you! For follow up issues, please reach out to [add LSP contact info here].

[Sample Certificate of Translation](#)

I, **Pablo Picasso**, am competent to translate from **Spanish** into English, and certify that the translation of Birth Certificate/**Acta de Nacimiento** is true and accurate to the best of my abilities.

Pablo Picasso

Oct. 5, 2022

Signature of Translator

Date of Signature

Pablo Picasso

Name of Translator

80 Blue Period Way, New York, New York, 10012

Address of Translator

123-456-7890

Telephone Number of Translator

Sample Check-Out Handout for Applicants After EAD Clinic

Thank you for your participation in the Employment Authorization Document (EAD) Clinic.

Please review this important information regarding your application before you leave today's clinic and let us know if you have any questions.

Keep in mind the following reminders about your case.

- ❑ **Change of Address:** USCIS will mail the approval of your renewed Employment Authorization Document to the most recent address on file for you.
 - Every time you change your address you must submit Form AR-11 to update your address with USCIS **within 10 days**.
 - You can access Form AR-11 [online](#). If you need help filling out the form in English, contact ILSAAinfo@icf.com or go to your local resettlement agency.
- ❑ **Check Your Case Status:** You can check the status of your pending Employment Authorization Document application online at any time. Login to your MyUSCIS account to check your case status. You can choose to receive automatic alerts via email and/or text message from your MyUSCIS account so that you will be notified when there is an update to your case status.
- ❑ **Consult with an Immigration Attorney:** Remember, the volunteers who assisted you at the EAD Clinic are not your attorneys.
 - If you have been working with an immigration attorney on any aspect of your immigration case, be sure to tell the attorney that you applied for a renewed EAD at the virtual clinic.
 - If you have not already applied for Asylum, the Special Immigrant Visa (SIV), or another longer-term immigration status, consider consulting with an immigration attorney.
 - You can email ILSAAinfo@icf.com to see if you are eligible for free legal services.
 - You can also find local legal service providers by zip code [here](#) or [here](#). If you can afford a private attorney, you can look for one [here](#). For guidance on how to find an immigration lawyer, please visit [here](#).

Thank you for participating in the EAD Clinic hosted by **Organization**.