Workshop Flow Chart

Registration

- Applicant checks in.
- Applicant signs Acknowledgement of Services.
- Volunteer makes 1 copy of applicant's Permanent Resident Card
- If walk-in, applicant is screened. Ineligible applicants are advised on next steps.
- Applicant receives the Applicant Folder and is sent to the waiting area.
- Applicant is given "While you Wait" worksheet if she will be waiting for an extensive time.

Ineligible applicants are advised on next steps. Applicants may be given referrals to local ESOL classes, or other immigration services.

Application Assistance

- Applicant meets with volunteer to complete the N-400.
- Completed N-400 is placed in Applicant Folder.
- Volunteer flags any issues in the applicant record for the QC volunteer to review.
- Volunteer lets traffic cop know the applicant is ready for Quality Control.
- Applicant waits in QC waiting area.

Quality Control

- Applicant meets with QC volunteer to review the N-400.
- QC volunteer reviews the N-400 for completeness and accuracy.
- QC volunteer briefly assesses any criminal or other issues.
- Applicant signs all forms, addenda and G28.
- QC volunteer lets traffic cop know applicant is ready for Copy/Mail.
- Applicant waits in the Copy/Mail waiting area.

Copy/Mail

- Volunteer makes a copy of N-400 for applicant, keep original in file.
- Volunteer reviews notes in applicant record and makes applicant a list of missing information to send.
- Volunteer makes copies of any marriage certificates, or other documents that need to be included in the application.
- Volunteer makes sure all required pages are signed.
- If applicant is not applying for a fee waiver, volunteer asks for payment of the application fee.
- If applicant is applying for fee waiver, volunteer collects the necessary documents for the fee waiver.
- Original application and copies of documents are placed in the Applicant Folder.
- Applicant receives exit packet with copy of application, study materials, FAQs, and missing info.