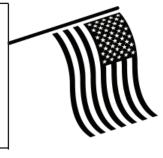


Steps to Citizenship



months of *After 3-9

submission months of

*After 9-12

ceremony notice Receive oath Attend oath

Congrats!

You become a U.S. citizen

submission

appointment letter Attend interview appointment

ceremony

English and civics** Take tests on

submission

Date of

submission

month of

After 1

submission

months of

Receive interview

After 2

Receive account access notice

> appointment letter - Receive biometric

Citizenship send

Project

(no action needed)

- Attend biometric

appointment

application to completed

notice or fee waiver

approval letter

Leave fingerprints

and take photo

(If eligible)

Receive receipt

USCIS

 Answer questions about application and background

Receive Certificate Return Permanent of Naturalization Resident Card

Contact us with questions at (617)694-5949

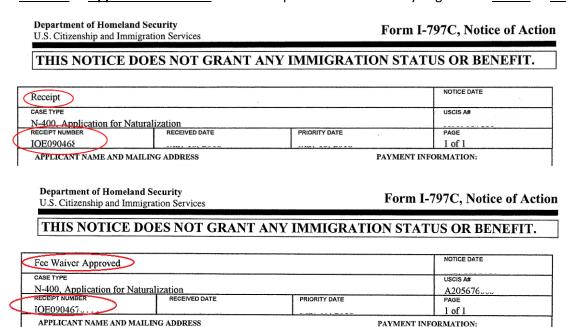


What is the status of my citizenship case?

Once you have received a <u>receipt</u> or <u>fee waiver approval</u> in the mail, you can begin to check the status of your citizenship case online or over the phone. This is usually the second piece of mail you will receive from USCIS (the first mail is an account access notice which does not give information on case status and does not require any action). You will receive the receipt or fee waiver approval generally after 4 to 6 weeks after submitting your application. Make sure to save this notice to continue to check your case status. *Please keep in mind that it is normal to wait several months between appointments.*

Instructions for checking your case status online:

Look at your receipt or fee waiver approval notice (see below for example) and find the <u>Receipt</u>
Number or Application Number from the top left corner. It usually begins with "NBC" or "IOE".



2. Go to www.uscis.gov and click "Check your Case Status". See below for example.



3. That will take you to a new page where you can enter your application number or receipt number into the box.



4. Once you click "CHECK STATUS", you will be brought to the page that will tell you the status of your citizenship case.



Note: This does NOT provide you with the specific date and time of your appointment(s). It only tells you if an appointment has been scheduled and a notice has been sent in the mail. All appointment dates and times will be sent via post. Please make sure to check your mail regularly. The online status is not always updated on a regular basis and it may not accurately represent the status of the case.

Instructions for checking your case status over the phone:

- 1. Call 1-800-375-5283
- 2. Press 1 to continue in English; Press 2 for Spanish
- 3. Press 1 for immigration services
- 4. Press 1 to check the status of an application
- 5. Press 1 if you know your receipt number
- 6. Enter your 13-character case number (usually begins with NBC* or IOE)
- 7. Press 1 to confirm the number you entered
- 8. Listen to the current status of your case.



Citizenship Process: Frequently Asked Questions

What if...

...I am not receiving any mail?

First, call Project Citizenship to find out if we have received any notices. Please check the address on the copy of your application to see if it is filled out correctly. If you notice an error, then you must complete a change of address with USCIS and inform Project Citizenship.

You must complete both steps below:

- **1.** Mail in Form AR-11, OR complete a Change of Address Online (available at www.uscis.gov/ar-11).
- **2.** Change your address on any pending applications by calling 1-800-375-5283. Have your receipt number ready (begins with NBC* or IOE).

...I move?

Please let Project Citizenship know if your mailing address changes. If you move before your oath ceremony, you must change your address with USCIS. Please see the above two steps for instruction.

...my fee waiver is rejected?

You may still be eligible for a fee waiver!

If your fee waiver is rejected, your entire application will be returned in the mail. You may need to submit a new benefits letter, a copy of your taxes, or other documentation. If you receive your rejected fee waiver, <u>please call Project</u> Citizenship.

Phone: (617) 694-5949

Fax: (617) 859-9993



What if...

...I need to travel?

Ask someone to check your mail while you are away so you can be aware of any notices that arrive. If you will be traveling at the time of a USCIS appointment, you must request to reschedule ahead of time by following the directions on the notice.

...I need to reschedule my appointment?

You must mail the notice and a letter with the reason for rescheduling. The USCIS address and customer service number is on your notice.

...I miss my appointment?

Please see above instructions. You may also call USCIS customer service at 1-800-375-5283 to explain why you were unable to make your appointment and request to reschedule. You must have your receipt number (begins with NBC* or IOE) available when you call. Please note that if you do not contact USCIS within 30 days following your missed appointment, your application will be closed.

...my green card expires?

If your permanent resident card (green card) expires, you may still apply, or be in the process of applying, for citizenship. You cannot travel with an expired green card. If you need a valid card for travel or employment purposes before you naturalize, you need to renew your green card.

...my friends or family members want to apply?

Project Citizenship welcomes the friends and family of our clients. Please give them our number and have them call us directly so we can determine their eligibility for citizenship.

Phone: (617) 694-5949

Fax: (617) 859-9993

4 Faneuil South Market Building 3rd Floor Boston, MA 02109 info@projectcitizenship.org



Citizenship for Your Children

If you have children under the age of 18, they may become U.S. Citizens when you become a U.S. Citizen.

To become a citizen, your children must:

- Be under 18 years old
- Be legal permanent residents (green card holders)
- Currently live with you

If all of those things are true, Project Citizenship can help you apply for a Certificate of Citizenship for your children once you become a citizen.

You will need:

- Your child's green card
- Your child's birth certificate
- Proof of your U.S. Citizenship
- Your birth certificate
- Proof of parent's custody
- \$1,170 (unless eligible for a fee waiver)

Once you have <u>ALL</u> required documents, contact Project Citizenship at (617) 694-5949 to set up an appointment.