

## 1. CITIZENSHIP PROCESS OVERVIEW

- USCIS Website - Learn about Citizenship section:  
<https://www.uscis.gov/citizenship/learn-about-citizenship>
  - Check out: 10 Steps to Naturalization link on that page
  - Check out: the Eligibility Tool: <https://www.uscis.gov/naturalization-eligibility>
- USCIS - Components of the Naturalization Test
  - [https://www.uscis.gov/sites/default/files/document/guides/test\\_components.pdf](https://www.uscis.gov/sites/default/files/document/guides/test_components.pdf)
- Find assistance with the application in your area:
  - <https://www.citizenshipworks.org/en/home/index>

## 2 Ways We Got Started offering Citizenship Services at our Library

- Set up a Citizenship Corner in your library:  
<https://www.uscis.gov/citizenship/outreach-tools/set-up-a-citizenship-corner>
  - Check out Dollar Tree's Community Grant Program:  
<https://corporate.dollartree.com/values/community-impact>
- Provide a training for staff and volunteers:
  - Look for an organization to provide a virtual or in-person training on the citizenship process and how to help someone prepare.
- Post this resource on your Library Website:
  - USCIS 4-part video series:  
<https://www.uscis.gov/citizenship/learn-about-citizenship/the-naturalization-interview-and-test>
    - Episode 1: Preparing for the Interview and Test
    - Episode 2: Explore the test and interview process
    - Episode 3: The Civics test
    - Episode 4: The Reading and Writing Test

## 2. OVERCOMING LANGUAGE BARRIERS

### Seeing the USCIS office before your interview:

- Try connecting with the Community Officer in your area. In the past, we have taken tours of the USCIS office so students had the opportunity to practice getting to the office, going through security, seeing the waiting room, a testing room, etc. Can reduce stress by knowing what to expect!
- Or just suggest people go to the office so they know the details regarding public transportation, parking, etc.

- FLASHCARDS!
    - Make flashcards for **DIFFICULT WORDS**. List can be found at this link on the Literacy Minnesota homepage:  
<https://www.literacymn.org/sites/default/files/updatedvocabn400.pdf>
      - **Pictures and Translations:** Have a vocabulary word on 1 side in English with the translation in their language underneath; picture on the other side depicting the word (for example, for the word *gamble* - have a picture of a slot machine or for the word *anthem* - a picture of musical notes)
      - **Big print:** For basic literacy students, write the words in big print so the person can trace it with their finger as they learn the word.
      - **Famous People Flashcards from USCIS website:**  
[https://www.uscis.gov/sites/default/files/document/flash-cards/Famous\\_Americans\\_classroom.pdf](https://www.uscis.gov/sites/default/files/document/flash-cards/Famous_Americans_classroom.pdf)
  - For writing practice: use a notebook; create 3 columns on each page; have applicant practice writing vocabulary words over and over again in columns until they have committed the word to memory. (Washington, Washington, Washington...)
  - Lesson plans on USCIS website:  
 Can be found at this link (choose from Lesson Plans (Beginner Level), Lesson Plans (Intermediate Level) and N-400 Topics):  
<https://www.uscis.gov/citizenship/resources-for-educational-programs/educational-products-for-educators-and-program-administrators>
- Some tutors may find some of these materials helpful. For example, this lesson on marital status:  
[https://www.uscis.gov/sites/default/files/document/lesson-plans/Marital\\_Status.pdf](https://www.uscis.gov/sites/default/files/document/lesson-plans/Marital_Status.pdf)
- With a tutor, practice the QUESTION WORDS: WHO, WHAT, WHEN, WHY, HOW LONG, etc.
    - Make lists of questions related to the N-400 that start with each question word - for example:
 

What is your name?	Who is your spouse?
What is your address?	Who came with you to the interview today?

- Teach short answers to common questions:

<i>Are you... ?</i>	<i>Yes. or Yes, I am.</i>	<i>No. or No, I'm not.</i>
<i>Do you... ?</i>	<i>Yes. or Yes, I do.</i>	<i>No. or No, I don't.</i>

- Are you a legal permanent resident? Yes. / Yes, I am.
  - Are you married? Yes / No. OR Yes, I am. / No, I'm not.
  - Do you live with your spouse? Yes / No. OR Yes, I do. / No, I don't.
  - Do you want to change your name? Yes / No. OR Yes, I do. / No, I don't.
- Important Vocabulary Words on USCIS "Components of the Test" pamphlet:  
This PDF includes vocabulary words, content words, verbs and other function words that are important for applicants to know:  
[https://www.uscis.gov/sites/default/files/document/guides/test\\_components.pdf](https://www.uscis.gov/sites/default/files/document/guides/test_components.pdf)

### 3. NATIVE LANGUAGE RESOURCES

- Review the N-400 in your own language:  
The Immigrant Legal Resource Center has the N-400 form available in 6 languages:  
<https://www.ilrc.org/resources/n-400-annotated-form-translations>
- Listen to the 100 questions read in your own language: Go to YouTube and search for "100 civics questions in <insert person's first language>"
- Read the 100 questions in your own language: USCIS website has the 100 questions translated into 6 different languages at this link: (in the TYPE search box, choose Questions and Answers)  
<https://www.uscis.gov/citizenship/find-study-materials-and-resources/citizenship-multilingual-resources>
- Watch a USCIS officer ask the 100 questions:  
<https://www.youtube.com/watch?v=edk8n9arEL8&list=PLpNZsaiyFfG0mZUx6aS8Tn2pANNymRDaj>  
Visit the USCIS YouTube Channel to watch short videos of a USCIS officer reading each individual civics question; they then give the correct answer. (includes links to 100 20-second videos)  
\* Subtitles available in 6 different languages so applicant can read along in their own language while listening in English.  
\* Playback speed can be reduced to have audio play more slowly.

- Watch *Citizenship with Jackie*:  
<https://www.youtube.com/@USCitizenshipTestOrg>

YouTube channel with videos on the preparation process. Can watch the subtitles in English, Spanish or Portuguese.

- Check out: Video on the most commonly asked questions about your N-400
- Check out: Things NOT to say during your interview

#### 4. **N-400**

- In Massachusetts, Project Citizenship provides free legal assistance with completing and submitting the N-400 application. They have in-person workshops in Central and Eastern Massachusetts and can provide online assistance to people in other areas of the state.
- <https://projectcitizenship.org/>

#### 5. **Mock Interview**

- [https://www.literacymn.org/sites/default/files/mlc\\_mock\\_interview\\_form\\_updated\\_jan\\_2012.pdf](https://www.literacymn.org/sites/default/files/mlc_mock_interview_form_updated_jan_2012.pdf)

#### 6. **INTERVIEW STRATEGIES**

Website: US Citizenship Podcast has lots of scripts, videos and resources:

<https://www.uscitizenpod.com/>

- No budget? USA Learns has a free, online prep course:  
<https://www.usalearns.org/usa-learns-citizenship>

#### 7. **CIVICS PORTION**

Students tell us they like the YouTube channels and the study apps for their phones. Our curriculum is a PowerPoint that follows the 2-step design of: 1) a teaching page and 2) a page with the civics question. (ie: flag)

- For higher-level applicants:  
***Learn about the United States - Quick Civics Lessons for the Naturalization Test.*** This is a thin, soft-cover 'book' published by USCIS with the questions and answers to the 100 questions, plus a very short explanation providing a little background on each question. It's for sale on the USCIS website or can be viewed online for free at this link:  
[https://www.uscis.gov/sites/default/files/document/flash-cards/M-638\\_red.pdf](https://www.uscis.gov/sites/default/files/document/flash-cards/M-638_red.pdf)
- Famous People Flashcards from USCIS website:  
[https://www.uscis.gov/sites/default/files/document/flash-cards/Famous\\_Americans\\_classroom.pdf](https://www.uscis.gov/sites/default/files/document/flash-cards/Famous_Americans_classroom.pdf)

- Lesson plans on USCIS website:  
Some tutors may find some of these materials helpful. For example, this lesson on George Washington:  
[https://www.uscis.gov/sites/default/files/document/lesson-plans/George\\_Washington\\_handouts.pdf](https://www.uscis.gov/sites/default/files/document/lesson-plans/George_Washington_handouts.pdf)

## FINDING VOLUNTEERS

- Flyers around the library
- Flyers around the community: grocery stores, churches
- Connect with the schools: retired teachers are great volunteer tutors
- Senior Centers
- AARP Website: <https://createthegood.aarp.org/>
- Local YMCA

## SAMPLE CURRICULUMS

- Sample Curriculum on USCIS Website:  
Includes a suggestion for categorizing the civics questions into themes:  
[https://www.uscis.gov/sites/default/files/document/curriculum-development/OoC\\_Sample-Curriculum-for-High-Beginning\\_V4.pdf](https://www.uscis.gov/sites/default/files/document/curriculum-development/OoC_Sample-Curriculum-for-High-Beginning_V4.pdf)
- Sample syllabus from Thomas Crane Public Library class:
  - 2-hour class: 1 hour on ESL followed by 1 hour on Civics

Week 1	ESL: WH- Question Words	Civics: Welcome to America
Week 2	ESL: Talking about yourself	Civics: American Places
Week 3	ESL: Contact Information	Civics: 13 Colonies
Week 4	ESL: Employment	Civics: The New United States
Week5	ESL: Family Relationships	Civics: The Civil War
Week 6	ESL: Civic Responsibility	Civics: Later History (1900s)
Week 7	ESL: Memberships	Civics: The Constitution
Week 8	ESL: War Crimes	Civics: Congress
Week 9	ESL: Military	Civics: The President
Week 10	ESL: Illegal Activities	Civics: A Country of Laws