



The below text explains what information you need to gather in advance to be bring to your upcoming interview. Please read the following instructions carefully. It is important to have all information ready for your scheduled interview to avoid delays on your case.

- Read the entire form carefully and fill in each required field.
- Please note that it is **not mandatory** to fill in the form. It is only intended to shorten your wait at our office while the RSC staff gather your information and make sure all needed data is accurately collected on the same day.
- Please **do not share** your personal information with unknown individuals. If you are unable to complete the form on your own or with the help of people you know, **do not seek** outside assistance whether paid or free.
- You can either print the form and write the answers to the questions directly on the printed form or write the answers to the questions on a separate blank paper. Please do which is easiest for you.
- If you use a separate paper to write your answers, please write the information in **the exact same sequence** as it is written on the form. This is very important to help your interview go more smoothly.
- Make your notes clear, so you can **easily read the information to the RSC caseworker** on the interview day.
- Fill out a form for your case. If a section is not relevant for a minor (child) in your case, such as employment, **leave** the respective section blank. Record information as accurate and precise as possible. **If you do not know, do not remember an answer, or if it is not applicable for your case, leave that space blank.**

Instructions to completing your U.S. Resettlement Application Form

Your case has been referred for resettlement to the U.S., Your case will be processed by RSC TuME / ICMC.

Please do not share your personal information with unknown individuals. If you are unable to complete the form on your own or with the help of people you know, DO NOT seek outside assistance whether paid or free.

The **Principal Applicant** mentioned throughout the form would be the head of the household.

The following are instructions that will assist you in completing the form correctly

- Use a black or blue pen and NEATLY write.
- For the date fields, use the following format: Day / Month (name of the month) / Year (01JAN2025)
- Try completing all sections as much as you can. If any of the questions do not apply to you, add a note in the appropriate section or sub section.
- If not enough space for required info, write info on a separate sheet and attach it to the form. Correctly label the section of the form in the additional sheet if additional space is needed.

Examples

See examples filled out below for each section.

1. Biographical Information - Fill out a line for each case member.

	FIRST NAME	SURNAME	FATHER'S NAME	GENDER (M/F)	RELATION TO PA	DATE OF BIRTH	PLACE OF BIRTH	NATIONALITY
1	JOHN	DOE	JACK	M	HUSBAND	01 JAN 1992	WASHINGTON	USA

2. Education Information - Fill out a line for each case member's **latest** school attended/graduated.

	APPLICANT NAME	SCHOOL NAME	SCHOOL TYPE	GRADE	START DATE	END DATE
1	JANE	GEORGE WASHINGTON	INTERMEDIATE SCHOOL	6	01 JAN 2023	

4. Available Documents - Mark the documents you currently possess and bring each of them to your interview.

Sequence Number	1	2	3	4	5	6	7	8	9	10
Applicant Name	JOHN	JANE	JACK							
Document Name										
Passport & Travel Document (Valid & Expired)	x	x	x							
National ID	x	x								

5. Family Tree - Parent A - Fill the Family Tree Form for **Principal Applicant** in the case and include family members listed below as well as marking if family members are alive, deceased, or missing.

Relationship	Name	Surname	Father's Name	City & Date of Birth (Age)	Marital Status	Phone Number	E-mail Address	Deceased or Missing (Date)
Mother	MARY	SMITH	GEORGE	NEW YORK, 01JAN1960	WIDOW	90 555 555 55 55	marysmith@mail.com	Deceased – 01JAN2024

6.A Current Address – Record your current address in Türkiye, try to fill out all available fields as much as possible.

City	Neighbourhood/Village	Street	Building Number	Door Number	Start Date (DD/MMM/YYYY)
ISTANBUL	MAHAL MAHALLESİ	SOKAKLI SOKAK	15	3	01JAN2024

6.B Address Form - Record all addresses you have resided in for the last 5 years, predating your current address. In addition, include the last address from your country of nationality / habitual residence. Record any address that you stayed at for 30 days or longer. If exact dates are unknown, use approximate dates & do not leave date fields blank.

Street Address	City	State/Province	Country	Start Date (DD/MMM/YYYY)	End Date (DD/MMM/YYYY)
SOKA STREET NO 15	ISTANBUL	ISTANBUL	TURKEY	01JAN2023	01JAN2024
NEY NEIGHBORHOOD	ISTANBUL	ISTANBUL	TURKEY	01JAN2018	01JAN2023

7.Contact Form - Record all email addresses & phone numbers you have used for the last 5 years. In addition, include the last phone number in your country of nationality / habitual residence. If exact dates are unknown, use approximate dates & do not leave date fields blank.

Applicant Name	Phone Number	Start Date (DD/MMM/YYYY)	End Date (DD/MMM/YYYY)	Applicant Name	Email Address	Start Date (DD/MMM/YYYY)	End Date (DD/MMM/YYYY)
JACK	90 555 55 55	01JAN2019		JANE	jane.doe@mail.com	01JAN2009	
JANE	90 533 33 33	01JAN2022	01JAN2024	JOE	joedoe@mail.com	01JAN2018	

2. Education Information - Fill out a line for each case member's **latest** school attended/graduated.

	APPLICANT NAME	SCHOOL NAME	SCHOOL TYPE	GRADE	START DATE	END DATE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

3.Additional Questions - Fill out a column for **Principal Applicant** and their spouse.

Applicant Name	1		2	
	Parent A (Father)		Parent B (Mother)	
1.What is your Asylum Country Arrival date?				
2.When did you leave your Country of Origin?				
3.Have you been to any other country on your way to the Asylum Country?	YES	NO	YES	NO
3.a.If your answer is Yes to the above question, which country & when?				
4.Have you ever returned to your Country of Origin?	YES	NO	YES	NO
4.a.If your answer is Yes to the above question, when?				
5.Have you ever left Asylum Country after your arrival?	YES	NO	YES	NO
5.a. If your answer is Yes to the above question, which country & when?				
Have you ever applied for permanent residence, other permanent status, or citizenship/nationality, in any country?	YES	NO	YES	NO

6.A Current Address – Record your current address in Türkiye, try to fill out all available fields as much as possible.

City	Neighbourhood/Village	Street	Building Number	Door Number	Start Date (DD/MMM/YYYY)

6.B Address Form - Record all addresses you have resided in for the last 5 years, predating your current address. In addition, include the last address from your country of nationality / habitual residence. Record any address that you stayed at for 30 days or longer. If exact dates are unknown, use approximate dates & do not leave date fields blank.

Street Address	City	State/Province	Country	Start Date (DD/MMM/YYYY)	End Date (DD/MMM/YYYY)

6.C Address Form - Record all addresses for case members that have a different address record than the ones mentioned above. Record any address that is stayed at for 30 days or longer. If exact dates are unknown, use approximate dates & do not leave date fields blank.

Applicant Name	Street Address	City	State/Province	Country	Start Date (DD/MMM/YYYY)	End Date (DD/MMM/YYYY)



ICMC's Resettlement Support Center Turkey and Middle East (RSC TuME)
 Kore Sehitleri Cad. Mithat Ulu Ünlü Sok. No:19 34394 Zincirlikuyu, Istanbul, Turkey
 Tel: +90 212 219 2055 Fax: +90 212 219 1601 Email: info.rsc@icmc.net

Principle Applicant's Contact Information:

USRAP Case Number:	_____ - _____	UNHCR Case Number:	_____ - _____ C _____
Last Name:		First Name:	
Cell Phone:		e-mail:	
Current Address:			
City:		Postal Code:	

US TIE Information:

Last Name:		2nd Last Name:	
First Name:		Middle Name:	
Maiden Name:		Nationality:	
Birth Date:		Place of Birth:	
Gender:		Relation to Member:	
Current Address:			
City of Residence:		State Code:	
Postal Code:		Country of Residence:	
Primary Phone:		Secondary Phone:	
Cell Phone:		e-mail:	
No. of Marriages:		Current Marital Status:	
US Arrival Date:		Immigration Status	

Having a USTie IS NOT a requirement
Having a USTie WILL NOT influence the processing of your application
Please provide ALL the information requested above
Completed forms can be submitted during appointments with the RSC or sent via email or fax
Any changes to the information provided above must be submitted to RSC via email or fax

RSC TuME services are free of charge. No one associated with RSC TuME has the right to request any money, benefits or sexual favor in exchange for services provided.

DATE:

SIGNATURE:



- ☑ If you are unable to provide any of the required information for any reason, please note it down and notify the RSC Caseworker on your interview day.
- ☑ The information you gather using the form will only be collected in person during your interview, so do not forget to bring the information to your interview. **Do not share** this information with the RSC before your appointment as it will only be collected during your pre-screening appointment.

Dear applicant: Please use the checklist below to make sure you have prepared all required information to be ready for your Pre-Screening Interview. To be fully prepared for your interview, you should be able to answer **Yes to all below sentences. If you cannot answer **Yes** to all sentences, on the day of your interview, please explain to your caseworker why you could not provide the information.**

Pre-Screening Interview Checklist		
Yes	No	
		I read the entire Form carefully and answered the questions in all spaces.
		I prepared the same Form for each individual on my case separately . This means that I prepared a <u>complete Form</u> for myself, my spouse and all my children.
		If I wrote my answers on a separate paper, my information is written in the exact same sequence as it is written on the Form .
		If for any reason I am unable to provide any information requested on the Form , I have added a note to inform the RSC caseworker during my interview.
		I read and prepared all required documents to bring to the interview, for myself and all family members on my case.
		I wrote my notes clearly so I can easily read the information to the RSC caseworker during my interview.
		I have carefully read the “Welcome to the USRAP” document that the RSC shared with me through a separate SMS link.