



Volunteer Interpreter Training Manual

Table of Contents

About The Advocates for Human Rights3

About the Refugee & Immigrant Program4

How to Volunteer5

Ethics of Interpreting in the Asylum Context9

Basic Expectations11

Appendix 1 - Asylum Law: An Introduction12

Appendix 2 – Non-Legal Challenges for Asylum Seekers17

Appendix 3 – Web Resources19

Appendix 4 – Driving Directions21

Appendix 5 – Useful Vocabulary for Interpreters (Spanish and French).....23

Appendix 6 – Service Log31

About The Advocates for Human Rights

The Advocates for Human Rights is a non-governmental, 501(c)(3) organization dedicated to the promotion and protection of internationally recognized human rights. The Advocates works with volunteers to document human rights abuses, advocate on behalf of individual victims, educate on human rights issues, and provide training and technical assistance to address and prevent human rights violations.

Mission Statement

The mission of The Advocates for Human Rights is to implement international human rights standards in order to promote civil society and reinforce the rule of law. By involving volunteers in research, education, and advocacy, we build broad constituencies in the United States and select global communities.

Operating Principles

The success of The Advocates for Human Rights is based upon:

- A commitment to work impartially and independently to promote and protect international human rights;
- Innovative and flexible programs that include investigation, representation, training and education, to offer concrete opportunities to promote international human rights;
- Dedicated volunteers who devote their skills and energy to projects that support human rights;
- Cooperative relationships with the United Nations as well as other non-governmental organizations working to protect human rights;
- Strategic alliances with local, national and international agencies whose work complements and supports our mission;
- Partnership building with local groups to build relationships in order to educate the community about and protect human rights;
- A generous and receptive community that is the basis of the organization's volunteer and financial support; and
- Talented and committed employees, board members and interns who represent the organization with clients, colleagues, donors and the public.

About the Refugee & Immigrant Program

The Advocates for Human Rights' Refugee & Immigrant Program seeks to promote and protect the human rights of immigrants, refugees and asylum seekers through advocacy and education. Founded in 1984, the Refugee & Immigrant Program provides free legal advice and representation to over 1000 indigent clients annually, and provides full representation to nearly 200 asylum seekers. The Advocates' clients come from every region of the globe, seeking protection from persecution on account of race, religion, ethnicity, social group membership, or political opinion. Unless granted asylum, our clients may be forced to return to countries where they face detention, torture, or death. Although asylum applicants in the United States have the right to counsel, free counsel is not provided by the government, leaving many asylum seekers to navigate complex legal proceedings without representation.

The Advocates for Human Rights recruits and trains volunteer attorneys, legal assistants, and interpreters to help individuals who have fled persecution in their countries of origin. Volunteers represent asylum seekers *pro bono* at all phases of the asylum process, including administrative applications, immigration court hearings, administrative appeals, and petitions for review in the federal courts of appeal. *Pro bono* representation is critical – applicants represented by counsel in removal proceedings are six times more likely to be granted asylum than those appearing *pro se*.

The Role of Volunteer Interpreters

Our volunteer interpreters have the opportunity to work with clients in a variety of ways, ranging from basic document translation, to client-attorney meetings, to hearing preparation, to interviews with actual asylum officers. All of our interpreting assignments are coordinated through e-mail. After a volunteer attorney requests an interpreter, volunteers who speak the desired language will receive an e-mail and may respond if interested. In order to quickly respond to the needs of our volunteer attorneys, we generally give the assignment to whoever responds to the request first.

In addition to our asylum work, the Refugee & Immigrant Program also collaborates with other organizations on the Minnesota Detention Project. The objective of the Project is to provide brief legal consultations and representation to individuals in immigration detention prior to their first deportation hearing with an immigration judge. We regularly need Spanish speaking interpreters to assist attorneys with these interviews. The interviews take place at the immigration court on Tuesday and Thursday mornings, usually lasting from 8:30 AM until 1:00 PM. The interviews are short, typically lasting no more than 20 minutes. The court provides an interpreter for the actual hearing, so we only need the volunteer to assist with the attorney-client consultation. However,

volunteers are welcome to stay and observe the hearings, which normally take place in the afternoon. The MN Detention Project is a unique opportunity to see the detention and deportation side of the immigration process.

How to Volunteer

How Can I Volunteer as an Interpreter/Translator?

All of our placement communication is through e-mail. The first step is to request that we include your name on an e-mail list of potential volunteers for one or more languages. When we need a volunteer interpreter for a specific language, we will send out an e-mail request to the entire list. The e-mail includes the type of interpretation needed, important dates/deadlines, and any other relevant details.

Placement with a case is on a first-come, first-serve basis. If you would like to volunteer for a case, respond to the e-mail as quickly as possible. If you respond to a request, we will notify you by e-mail if we place you with the case or if another interpreter has already been assigned. If you have agreed to interpret for a case and are no longer able to do so, please contact us and the attorney (if attorney-client meeting) immediately.

What Kind of Interpretation Would I Use?

There are multiple forms of interpretation, including simultaneous, summary and consecutive. Consecutive interpretation is the preferred form in the asylum context. In consecutive interpretation, the interpreter listens to a statement while taking notes and then uses their notes and their memory to reconstruct the statement into the target language. Interpreters should work to hone a number of skills, including listening, concentration, memory, analysis, visualization, and problem solving. They should also exude confidence.

What Types of Volunteer Opportunities Are Available?

There are a variety of ways you can volunteer as an interpreter with The Advocates, including:

- Document translation
- Intake interviews
- Client-attorney meetings
- Asylum Interviews

Document Translation

Many of our clients use documents from their home country to support their case for asylum in the United States. These documents may be forms or correspondence from government institutions, identity documents, newspaper articles or letters from friends and family. We will e-mail you the document to be translated. You will need to complete a certificate of translation and have this notarized. If needed, this can be done by a member of our staff. Remember, the same ethical considerations (listed below) apply to document translation as to interpretation.

Intake Interview

The intake interview is the first meeting between a potential client and a member of The Advocates staff. The purpose of the interview is to gather more information about the client and their fears of persecution. The meeting will be held at our office and will last approximately two hours. This is a one-time commitment. If interpreting for an intake interview, review pertinent vocabulary and become familiar with the client's country by reviewing country condition reports and current maps.

It is very important to introduce yourself properly and explain your role as an interpreter before a meeting or appointment begins. Below is an example of an appropriate introduction that covers the main points that should be communicated to all parties present. If this is your first time meeting with a client and/or attorney/staff member, we suggest beginning the meeting with the following explanation:

Good morning. My name is _____. I will be the interpreter for the meeting today. My job is to interpret everything that the client, the lawyer, (and/or any people present) say during this meeting. Please do not say anything that you would not like to be interpreted. Everything that is said today is confidential and will not be shared with anyone else without the client's permission. When the meeting begins I will interpret using the first person. Please speak directly to one another, not to me, and please speak using short sentences. If I need time to interpret, I will raise my hand as a "stop signal." I may ask for clarification or repetition in order to provide the best interpretation possible. If I do need to ask something, I will state, "The interpreter would like to ask a question/to clarify something." Do you have any questions about my role here today?

Client-Attorney Meeting

These meetings take place between a volunteer attorney and an accepted client. Typically, they are used to prepare the client's asylum application or to prepare the client for an upcoming court hearing or interview with an asylum officer. They can sometimes last several hours. We will provide the attorney with your contact information and

meetings will be arranged between you, the client, and the attorney. The meetings could be at The Advocates office, the attorney's office, or elsewhere. You may be asked to interpret for multiple meetings and/or an asylum interview.

Interpreters for client-attorney meetings should review pertinent vocabulary and become familiar with the client's country of origin by reviewing country condition reports and current maps.

Asylum Interview

The asylum interview is between an asylum officer and the asylum applicant. The interview takes place at United States Citizenship and Immigration Services building in Bloomington, MN. We will provide the attorney with your contact information and you will be informed of the date and time of this interview. In addition to reviewing pertinent vocabulary and becoming familiar with the client's country of origin, interpreters for asylum interviews should also review the client's case information prior to the asylum interview. If possible, meet with the attorney and client at least once before an asylum interview so that you all can be more comfortable with one another. If a meeting is not possible, you could arrange to call the client to make sure you can understand one another.

The asylum interview is a critical moment for all asylum seekers. It is their opportunity to explain in detail why they are afraid to return to their home country and convince the Asylum Officer that they should be permitted to stay in the United States. It is thus extremely important for volunteer interpreters to be well-prepared. Please arrive at USCIS for asylum interviews 15 minutes early (or at the time designated by the attorney). You and the attorney should arrange in advance how you will arrive at the designated meeting place. Asylum interviews take place at USCIS building: **2901 Metro Drive, Bloomington MN, 55425.**

Please note the following:

- Bring a driver's license or passport with you to all asylum interviews. The officer will make a photocopy of it and return it to you.
- Dress appropriately for asylum interviews. We suggest business casual or semi-professional attire.
- You must pass through security clearance to enter the building. Tell the security guard that you are an interpreter for an asylum interview, and he or she will instruct you to proceed to the metal detector and x-ray machine. Please make sure your cell phone is turned off. Food and drink are not allowed in the building.

- The interview waiting room is on the second floor of the building. The asylum officer will eventually call the name of the client and you will go with the client and attorney to the officer's office.
- Sometimes, the officer takes fingerprints and a photo of the applicant; you may have to interpret here as well.

The asylum officer begins the interview by explaining the roles of all present in the office: the applicant, the attorney, the interpreter, and himself or herself. As an interpreter, you are to translate *every* statement made by *anyone*; this includes any question a client may ask you directly. The officer will then have you stand up, raise your right hand, and swear to interpret accurately to the best of your ability. He or she will also have the applicant take an oath to tell the truth. The officer will then review the entire asylum application with the applicant and make any necessary corrections. The officer then proceeds to ask the applicant to describe why he or she is afraid to return to his or her country. Please note that the Asylum Officer will often patch in a second interpreter to monitor the interview over the phone and verify that the interpretation is accurate.

Each officer conducts the interview differently. Some officers ask very specific, detailed questions whereas others allow the applicant to speak more freely about his or her story. Their levels of sympathy toward the applicant may also vary; don't be too surprised if an officer shows little emotion towards the applicant. You may always ask for clarification from the officer or from the client. Just be certain that all parties know what is going on. At the end of the interview, the officer will ask the attorney if he or she has any questions or comments and will also give the applicant an opportunity to say anything that was not covered in the interview.

Do I Have any Additional Responsibilities Once I Complete an Assignment?

Volunteers may make ongoing arrangements to work on a particular case. In that scenario they can work directly with Advocates staff or volunteer attorneys to arrange meeting times and do not necessarily need to wait to receive a new volunteer request via e-mail. However, in all events, we ask that our volunteers keep careful track of the hours they devote to each case and report back to Advocates staff regularly. This helps us to keep track of our cases and the data are often useful for grant reporting. Volunteers can submit their hours through our website at:

http://www.theadvocatesforhumanrights.org/interpreter_reporting_form.html

Ethics of Interpreting in the Asylum Context

It is essential that volunteer interpreters maintain basic ethical standards during every interaction with a client.

Competency

Because the stakes of asylum are so high, it is important for volunteer interpreters to recognize and respect their limitations. For instance, language abilities that are adequate for an initial intake interview may not be adequate for an asylum interview. Know when you are not qualified to interpret or should not interpret and communicate this information to the attorney or Advocates staff member immediately. Do not be embarrassed or feel pressured to continue if you are not prepared to do so. It is in everyone's best interests to keep communication open.

Similarly, volunteers should remember that interpreting is exhausting work. An interpreter's abilities will often diminish as they grow tired. Do not be afraid to ask for a break, particularly if the meeting is a long one.

Impartiality/Conflicts of Interest

Volunteer interpreters must not allow their own personal feelings to interfere with accurate translation. If you cannot interpret impartially (for example, if you do not agree with the client's political views and don't feel like you can continue) you must inform the attorney or staff member immediately. You will then make a decision together about whether you can continue to competently interpret for them. Similarly, if you distrust the information being provided by the client you must let the attorney or staff member know and probably withdraw from the case. NEVER tell the client what to do or say.

Confidentiality

Confidentiality is an essential component of every interaction with a client. In addition to helping insure the safety of the client and their loved ones, the promise of confidentiality helps to build trust and rapport between the client, the interpreter and the attorney or staff member. The interpreter should inform the client that everything they say during the meeting is confidential and that they, as well as the attorney, will not share anything from that meeting with anyone without the client's consent. If the attorney or Advocates staff member forgets to mention this, the interpreter should raise the subject with them before proceeding with the meeting.

Accuracy and Completeness

The consequences of inaccurate interpretations/translations are serious and may mean the client loses their asylum case. Therefore, it is important to convey the EXACT spirit and meaning of words, even though the translation may not be word for word. If either party does not understand, let the attorney or staff member know immediately.

Cultural Broker

Interpreting involves more than just translating words. A good interpreter must also act as a “cultural broker,” ensuring that each side understands each other’s cultural and social systems. This keeps the interaction running smoothly and helps all parties avoid confusion and misunderstanding. For instance, the interpreter should let the attorney or staff member know when she says something that, when interpreted, may be offensive or misunderstood, or if a particular word has a different meaning or connotation in the listener’s culture. Likewise, the interpreter should work with the attorney or staff member to help the client understand the legal process as well as their rights and responsibilities. Whenever the interpreter is playing the role of cultural broker, she should always communicate what he or she is doing to all parties to avoid confusion.

Boundaries/Professionalism

For the well-being of both the client and the interpreter, it is important to maintain clear professional boundaries at all times. Many of our clients have few resources or personal connections in the United States. It is thus common for clients to reach out to our volunteers for assistance with matters in addition to asylum. This can lead to stress for both the client and the interpreter. While it is ultimately your decision whether you want to provide additional assistance to a client, we encourage our volunteer interpreters to limit their assistance to providing interpretation.

It is better NOT to give your personal phone number to clients, unless you want them to call you if they need more interpreting or translating help. We recommend that all communication go through The Advocates in order to maintain boundaries. If you do offer additional interpreting services to a client, it is helpful to set specific limits and boundaries up front as to what you will and will not do for them. Remember also that you have an ethical obligation to remain impartial when interpreting for a client. Becoming too involved in their lives can negatively affect that impartiality.

Basic Expectations for All Volunteer Interpreters

- Read through the training materials carefully and attend an interpreter training session, if possible. Feel free to contact the Advocates with any questions about the materials or the volunteer interpreter program.
- Interpreters will show up to all meetings and interviews on time and inform all parties as soon as possible if they will be late or unable to attend.
- The interpreter will interpret EVERYTHING that is said by everyone present. The client and provider should not say anything that they do not want the other person to know.
- The interpreter will speak in the first-person. (I, my, we, etc.).
 - Example: “I entered the U.S. on January 1st” instead of “He entered the U.S. on January 1st”.
- Respect the ethical obligations of interpreting, including confidentiality of clients’ personal information and stories.
- Maintain professional boundaries with clients.
- Communicate to The Advocates any concerns with an interpreting assignment, especially if you have any problems with the attorney or the client. We want you to have an enjoyable experience as a volunteer interpreter and to be comfortable with your placement.

The Advocates is able to represent asylum seekers at no cost because of the generosity of hundreds of volunteer attorneys and volunteer interpreters like you. Thank you for volunteering!

Appendix I: Asylum Law: An Introduction

WHAT IS ASYLUM?

Asylum is a legal protection and an immigration status granted to an individual fleeing harm in his or her home country. To qualify for asylum, a person must meet this legal definition: “Any person who is outside any country of such person’s nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion.” (INA §101(a)(42))

IS THERE A DIFFERENCE BETWEEN A REFUGEE AND AN ASYLEE?

Yes, but both asylees & refugees are people fleeing persecution and must meet the same legal definition. **Refugees** are individuals who are outside their country of nationality but not inside or at a border of the U.S. when they apply for refugee status. They are also eligible for assistance when they arrive in the United States, as they have the legal status of “refugee” from the moment they enter. **Asylees** are people who are outside their country of nationality and at the border of or inside the U.S. when applying for legal protection. They have to go through the process of seeking asylum in the U.S. and are not entitled to permanent legal status or public benefits until their request is approved.

HOW DOES SOMEONE RECEIVE ASYLUM STATUS?

Asylum seekers must apply for asylum with the Department of Homeland Security. This application may be submitted **affirmatively** or **defensively**. Affirmative claims are sent to the Asylum Office, are decided after a non-adversarial interview with an officer, and are for people who have not been arrested by immigration. Defensive claims are made by individuals who are detained by immigration authorities (commonly at entry, but sometimes after living in the United States) and are submitted to the immigration court, where a judge hears the case during an adversarial removal hearing and ultimately makes a decision. Denials of asylum can be appealed to the Board of Immigration Appeals and the federal Circuit Courts of Appeal. See the asylum flowchart below for a visual representation of this process.

WHAT DOES THE ASYLUM OFFICER OR IMMIGRATION JUDGE CONSIDER?

The law requires the asylum officer or immigration judge to make two determinations: (1) whether the applicant is credible and (2) if so, whether the applicant meets the legal definition of “refugee” outlined above. The burden is on the applicant to prove that he or

she qualifies. For instance, the applicant must prove their identity, nationality, past persecution or a fear of future persecution, that the persecution was “on account of” one of the five categories, and that the government cannot protect him or her. While credible testimony alone can be enough to support a claim, the asylum officer or immigration judge may (and frequently do) require “reasonably available” documentary evidence to help corroborate the individual’s claim. This documentation can include medical records from the home country or related to current treatment, political party documents, religious affiliation letters or documents, letters from family, friends, witnesses to harm, opinions of country experts and other documents.

WHY WOULDN’T SOMEONE BE GRANTED ASYLUM?

Each case is assessed individually, but there are a few common reasons why asylum is denied. There are categorical legal reasons why someone would be ineligible which include: not filing for asylum within one year of entering the U.S., having committed certain crimes, being convicted of a particularly serious crime, supporting terrorism, being a national security threat, or having already resettled in a safe third country. Additionally, a judge or asylum officer may find that the person is not credible or that they do not fit within the refugee definition.

WHAT BENEFITS COME WITH ASYLUM?

Once someone is granted asylum, he or she has permanent, legal status in the U.S. An asylee can apply to bring his or her spouse and children to the U.S. After one year as an asylee, he or she can apply to become a permanent resident. Once he or she has been a permanent resident for five years, he or she can become a citizen. Asylees qualify for certain public benefits programs, are allowed to travel outside the U.S. with a refugee travel document and are eligible to work in the U.S. without restrictions.

ARE THERE ALTERNATIVES TO ASYLUM?

Yes. There are two other types of legal status in the U.S. which can be given to someone who is afraid to return to his or her home country. The first is called Withholding of Removal. This status is commonly granted to applicants who would otherwise qualify for asylum but failed to apply within the one year deadline. The legal standard for Withholding is the same as for asylum, but the burden of proof required is higher. If granted, Withholding of Removal prevents the deportation of the person to the country where they fear harm. It does not lead to a permanent residence or citizenship, restricts travel out of the U.S., and does not allow the person to bring family over to the U.S. However, it is an indefinite status and allows the person to work and receive limited public benefits.

Convention against Torture (CAT) protection is available to anyone who fears being tortured by their government if deported to their home country. It does not matter why they would be tortured. CAT protection, like Withholding of Removal provides an opportunity to remain in the U.S. legally and work, but with no path to citizenship, no ability to reunify with family, and no travel out of the U.S. CAT protection is legally mandated because the U.S. is a signatory to the Convention Against Torture. For this reason, it is very broad and even individuals with criminal convictions or who have provided support to terrorism may qualify for CAT protection.

ARE ASYLUM SEEKERS DETAINED?

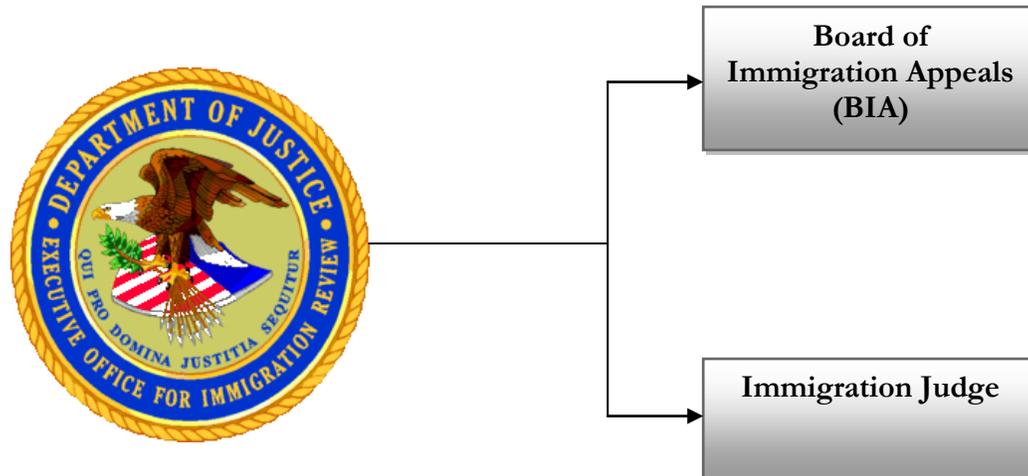
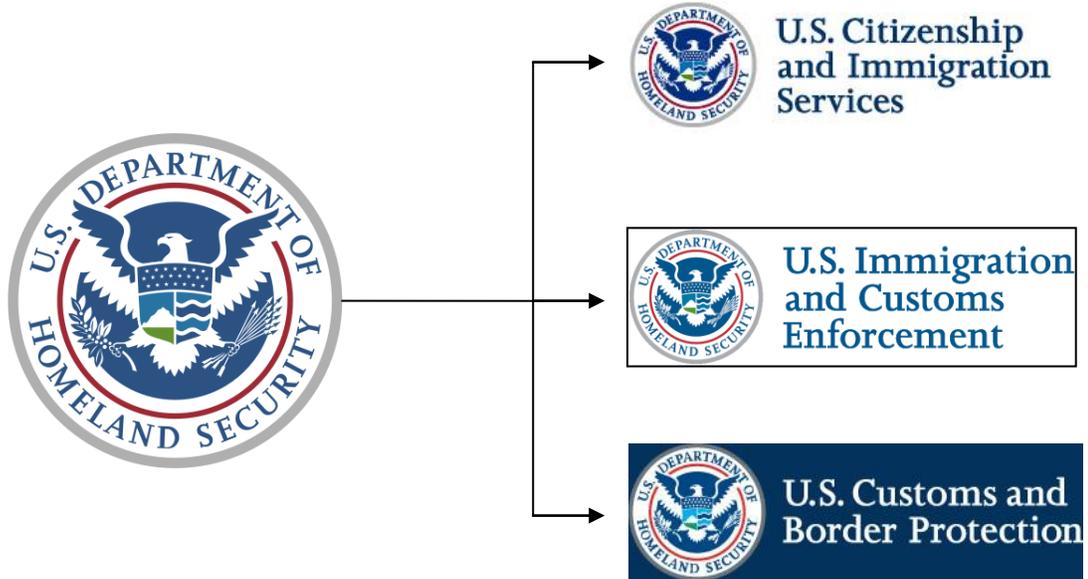
Sometimes. Any non-citizen who is stopped at a port of entry and requests asylum will be detained while he or she goes through the “credible fear” process, which is the first step of the defensive asylum process. Some of these people will remain detained throughout their entire asylum case, which could be anywhere from six months to two years or more. Individuals who are arrested by immigration after arriving in the U.S. may be detained while applying for asylum, particularly if they have criminal convictions. Someone granted CAT protection may even continue to be detained after the grant of CAT if they are deemed a danger to their community or a threat to national security (would be most likely for a terrorism or national security concern).

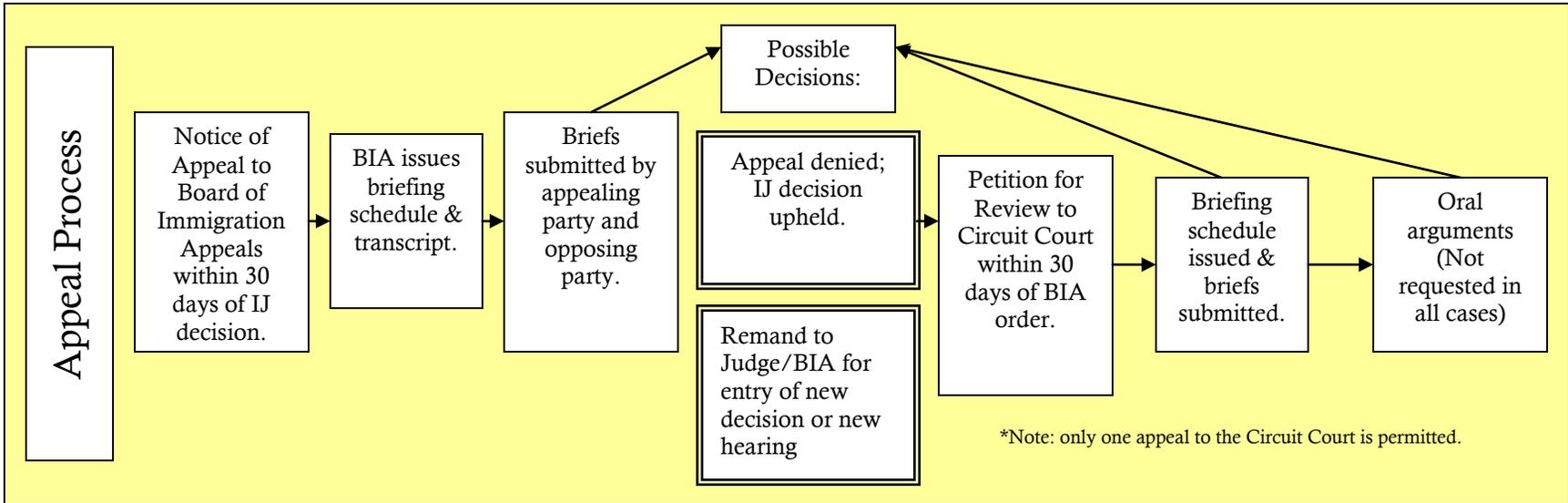
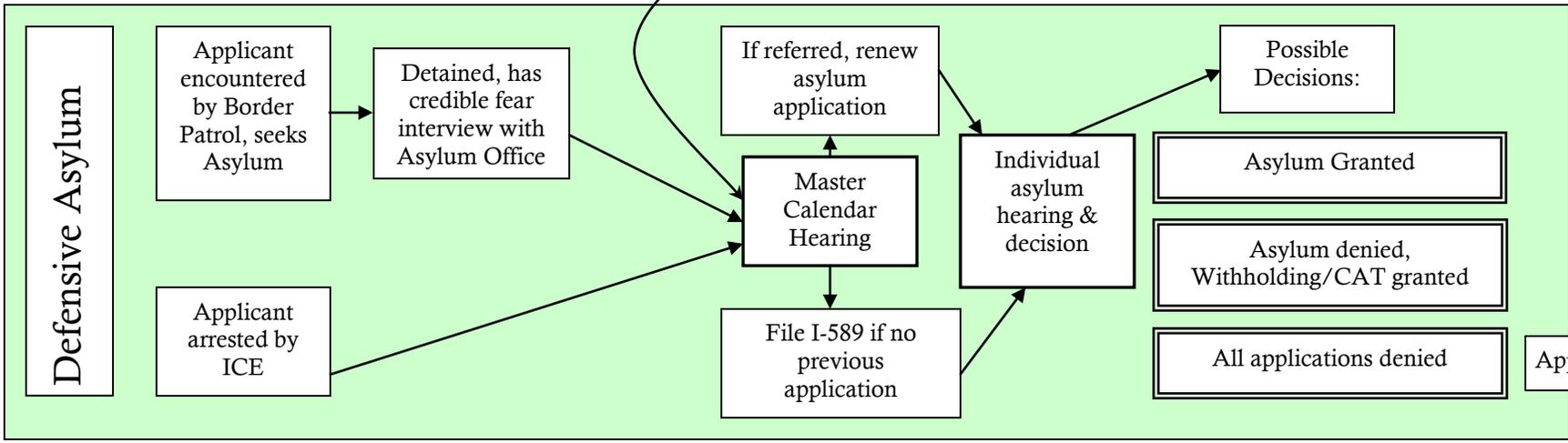
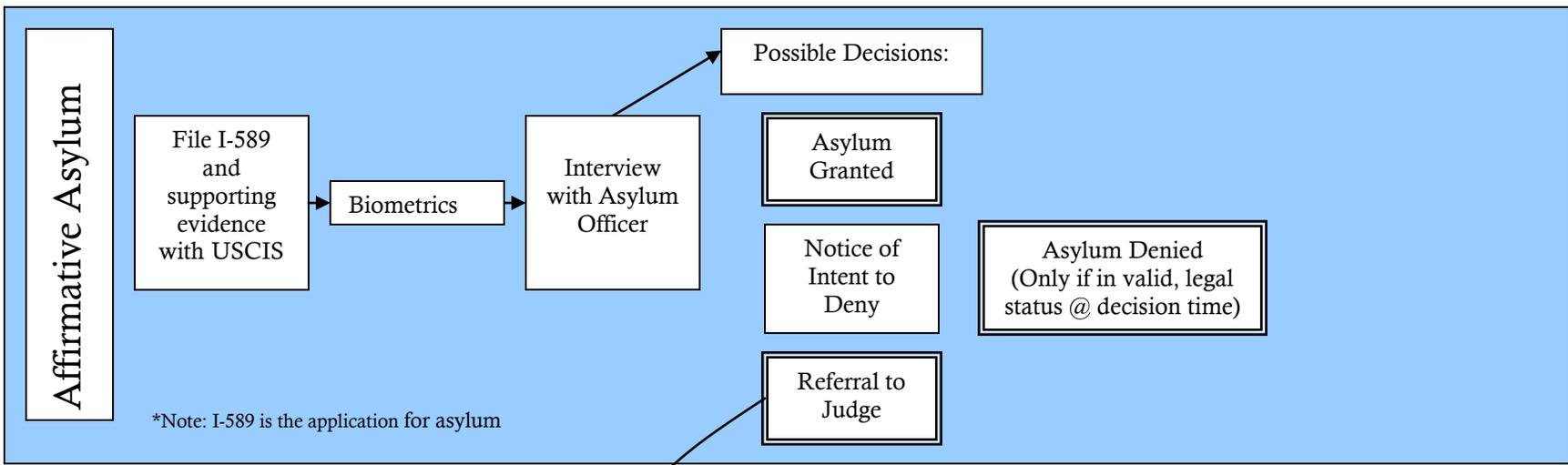
There is also an electronic monitoring program in place where individuals with asylum cases before the immigration court may be required to wear an ankle bracelet monitor, report to immigration regularly, and have home visits. This is considered an “alternative to detention” and is applied to cases based on the discretion of the detention & deportation officers.

WHERE CAN I FIND STATISTICS AND INFORMATION ABOUT ASYLUM?

- ***DHS Immigration Statistics*** (general refugee & asylee numbers) <http://www.dhs.gov/immigration-statistics>
- ***Transactional Records Access Clearinghouse (TRAC)***, a Syracuse University project (data on immigration judges <http://trac.syr.edu/immigration/>)
- ***Energy of a Nation*** (The Advocates’ website of immigration & human rights fact sheets & advocacy updates): www.energyofanation.org
- ***Heal Torture*** (variety of resources related to working with torture survivors, including legal information sheets): <http://healtorture.org>

Federal Agencies Involved in Asylum Cases:





Appendix II: Non-Legal Challenges For Asylum Seekers

The nature of our clients' cases means that many of them did not expect to come to the United States and had little time to prepare for their arrival. Applying for asylum is just one challenge among a number of others that they may face on a daily basis. While there is often little you can do to help, it is important to keep in mind the struggles that our clients are going through as they attempt to build a new life in the United States.

Housing

Asylum seekers frequently come to the U.S. without much money. Indeed, The Advocates only serves individuals who are low-income. Asylum seekers are not eligible for public benefits and cannot apply for a work permit until they file their application and it has been pending for 150 days. Typically, they spend at least 6 months (and often longer) without a steady source of income. This, in turn, can make it difficult for asylum seekers to find a landlord willing to rent to them.

For that reason, asylum seekers are often dependent on the people they are living with for support. Sometimes the asylum seeker is living with someone they do not know well, like extended family or friends. In many cases their only common bond is language or country of origin. This can place enormous strain on both the asylum seeker and the host, who may also have limited financial resources.

Finding housing can be a challenge even with the money to afford an apartment – imagine searching for an apartment in strange city where you may not know the geography or speak the language. Moreover, asylum seekers are not immune to the types of housing discrimination faced by many members of the immigrant community. Although asylum seekers are legally allowed to stay in the U.S. while their application is pending, they don't always have clear proof of their immigration status. This can make it even more difficult to convince a landlord, who normally does not have a good understanding of immigration law, to rent to them.

Transportation

Asylum seekers normally cannot afford cars and sometimes cannot even afford bus passes. Thus they often rely on friends or acquaintances for rides. Additionally, they have to learn to navigate in a new city, a task that can be overwhelming for anyone.

Sometimes clients live far from the city center, normally because that's where they can find affordable housing or because they want to live close to their support network. This means that accomplishing even simple errands—including attending meetings with their attorneys—may involve long and complex bus journeys.

It is also important to remember that immigrant communities are particularly vulnerable to scams by rent-to-own and car companies.

Health Care

Many of our asylum clients have been tortured in their home country, resulting in long-term mental and physical trauma. They often need professional assistance to help them confront issues such as depression and post-traumatic stress disorder (PTSD). We provide many referrals and work closely with the Center for Victims of Torture – which provides counseling to victims of torture. However, as with all social service organizations, they have limited resources and cannot take all the people who walk through their door.

Beyond mental health concerns, asylum seekers usually cannot afford medical care, and are not the beneficiaries of insurance in most cases. Similarly, apart from Emergency Medical Assistance (EMA) they do not become eligible for public benefits until they are actually granted asylum, a process that can take years.

Food

Many asylum seekers do not have money and do not qualify for public benefits. Thus affording food can be a source of stress. The people with whom asylum seekers are living are often low-income, and cannot provide much for them. As a result, they may be on their own to find food.

Family

Many asylum seekers are separated from their families – often one person fled, but the husband or wife and children are still in the home country. In addition to suffering from the everyday stress that comes with separation from one's family, asylum seekers may also be worrying about their family's safety back home and the fact that they are unable to offer support or to call or write very often.

Even if the asylum seeker is granted asylum, and is allowed to bring their family to the United States, the family reunification process can take a long time. Moreover, they may have trouble finding the money to pay for their families' travel expenses or other needs once they arrive.

Appendix III: Useful Web-Based Resources for Volunteer Interpreters

Information about Asylum, Human Rights and Specific Country Conditions

The Advocates for Human Rights

www.theadvocatesforhumanrights.org/

USCIS Affirmative Asylum Procedures Manual

http://www.uscis.gov/USCIS/Humanitarian/Refugees%20&%20Asylum/Asylum/2007_AA_PM.pdf

Asylum Law Resources and Information

www.asylumlaw.org

U.S. Department of State Human Rights Reports

www.state.gov/g/drl/hr/

Human Rights Watch

www.hrw.org

Human Rights First

www.humanrightsfirst.org

United Nations High Commissioner for Refugees

www.unhcr.org

Amnesty International

www.amnesty.org

Information about Immigration

Energy of a Nation: Immigration Resources

www.energyofanation.org

U.S. Citizenship and Immigration Services

www.uscis.gov

Interpretation Resources

The Center for Victims of Torture (on working with torture survivors)

http://www.cvt.org/sites/cvt.org/files/u11/Healing_the_Hurt_Ch3.pdf

Asylum Officer Training Manual (information on how Asylum Officers are trained to work with interpreters)

<http://www.uscis.gov/USCIS/Humanitarian/Refugees%20&%20Asylum/Asylum/AOBTC%20Lesson%20Plans/Interview-Part6-Working-with-an-Interpreter-31aug10.pdf>

Online Language Dictionaries

www.wordreference.com

Appendix IV: Driving Directions

Directions to The Advocates' Office

**Address: The Advocates for Human Rights
 330 Second Ave South #800
 Minneapolis, MN 55401**

From Northwest-

Take 94 East to exit 230 (4th St. N.). Keep left at the fork to continue toward 2nd Ave N. Keep right at the fork to continue toward 2nd Ave N. Turn left onto 2nd Ave N. Turn right onto N Washington Ave. Turn right onto 2nd Ave S. Take the first right onto 3rd Street (one-way) and proceed to the left lane. The 330 building will be on the left at the corner of 3rd Street and 2nd Ave S immediately following the turn.

From Northeast-

Take 35W south to 17C for Washington Ave. Turn right onto S. Washington Ave. Turn left onto 4th Ave. S. Take first right onto 3rd Street (one-way), and proceed to the left lane. The 330 building will be on the left at the corner of 3rd Street and 2nd Ave.

From South-

Take 35W North. Take exit 17C for 3rd Street. Merge onto 3rd Street S. Proceed into the left lane and the 330 Building will be on your left immediately after crossing 2nd Ave. S.

From West-

Take 394 east to exit 9C for Washington Ave (toward 3rd Ave. N.) Turn right onto N Washington Ave. Turn right onto 2nd Ave S. Take the first right onto 3rd Street (one-way) and move into the left lane. The 330 building will be on the left at the corner of 3rd Street and 2nd Ave S immediately following the turn.

From East-

Take 94 west to exit 233A for 11th Street. Merge onto 11th Street S. Turn right onto 3rd Ave S. Turn left onto 3rd Street S, get into the left lane and proceed to 2nd Ave S intersection where the 330 building will be on your left.

Parking is available at the building's ramp (enter from 3rd Street), and several other nearby lots/ramps (4th Street & Marquette)

Entrances to the building are at the corners of 3rd Street S & 2nd Ave S and 4th Street South & 2nd Ave S. Elevators are located towards the center of the building.

Directions to USCIS Building (for asylum interviews)

Office address: 2901 Metro Drive, Suite 100
Bloomington, MN 55425

From the west-

Take I-494 East to the 24th Avenue exit (Mall of America). Turn right or south onto 24th Ave, to 80th St, to Metro Drive and turn left. Building is on the right.

From the east-

Take I-494 West to the 24th Avenue exit (Mall of America). Turn left or south on 24th Ave, to 80th St. to Metro Drive and turn left. Building is on the right.

From the light rail-

Take the Light Rail toward Mall of America/Bloomington. Get off the train at the American Boulevard Station. When you exit the train, walk down the platform towards American Blvd. Head West on American Blvd, which will be to your left (if at the platform for southbound trains or right if on the platform for Northbound trains). Walk down American Blvd until you see Metro Drive. Walk up Metro Drive, there are two matching brick buildings which have the back facing American Blvd, front facing the airport & other buildings. You want the building marked 2901.

There is free parking in front of the building; it is also located on the 54 bus line. Enter the building through the door to the left of the main, awning-covered, entrance. This door is clearly marked as the entrance for immigration.

Upon entry, you will be required to go through security. You will be asked to turn your cell phone off, and place your briefcase, bag and/or purse through the scanner. Place any metal items in the bins; leave your coat on; and proceed through security.

If you are assisting with detained court, pass the lobby once you get through security and go down the stairs on your right. The waiting area for detained court is on the right end of the long hallway.

Appendix V: Useful Vocabulary for Interpreters

Useful Vocabulary for Interpreters: English-Spanish	
English	Spanish
(Political) asylum	El asilo (político)
Custody	La custodia
Fingerprint/to get fingerprinted	Las huellas
Sentence	La sentencia
Charges (i.e. criminal charges)	Las cargas, acusaciones
To detain/detainment/detained	Detener, detenido, detener bajo custodia
Refugee camp	El campamento (para refugiados)
To file (an application)	Presentar
To apply (i.e. for asylum)	Aplicar, solicitar
Form (that you fill out)	El formulario/el documento
Hearing	La audiencia/corte
Judge	El/la juez
Attorney	El/la abogado/a
Affidavit	Afidávit, declaración jurada
To swear (an oath)	Jurar (un juramento)
To be arrested/arrest	Estar arrestado/detenido, el arresto
To interrogate/interrogation	Someter a un interrogatorio
Search/arrest warrant	Mandamiento de registro/orden de detención
Fraudulent/fraud	Falso/fraudulento
Work permit	El permiso de trabajar
Witness	El testigo
Confidential	Confidencial
To tell the truth	Decir la verdad
Case	El caso
Appeal/to appeal	Apelación/apelar
Court	La corte
Removal (deportation) proceedings	Procedimiento de deportación
Notice (i.e. notice to appear)	Aviso de presentarse en la corte/ notificación de comparecencia
To grant (asylum)	Dar/conceder (asilo)
Membership card (for political groups)	La tarjeta
Asylum officer	Funcionario/oficial de asilo
Passport	El pasaporte
Immigration	Inmigración
Torture	La tortura

Affiliation/to be affiliated with	Afiliación/estar afiliado con
To be a member of (i.e. a political party)	Ser socio
Border guards	La migra/los oficiales de inmigración
In hiding	Estar escondido/a
To rig (elections)	Amañar
Election campaign	Campaña electoral
Polls	Las urnas
Ballot	La votación
Meeting	La reunión
Clan	El clan/el tribu
Escape/to escape	Fuga/huida/escapar
Gunfire	Los disparos
To shoot	Tirar/matar a tiros
To ransack	Allanar
Dictator/dictatorship	Dictador/dictadura
Kidnap	Secuestrar/secuestro
Handcuffs/to handcuffed	Las esposas/esposar
Soldiers	Los soldados
Military camp	Campamento militar
Forced labor camp	Campo de trabajos forzados
Prison camp	El campamento
Concentration camp	Campo de concentración
Rifle/gun butt	El rifle/la culata
Bush (i.e. "escaped into the bush")	El monte/el matorral
To whip/whip	Azotar/el látigo
To cut/cut	Cortar/la cortadura
To mark (i.e. mark with a cut or scar)	Marcar con una cortadura o cicatriz
Burn/to burn	Quemadura/quemar
Persecution	Persecución
Electrocution	Electrocutar
Imprison	Encarcelar
Disappeared	Desaparecer
To kill/murder	Matar/asesinar
Harassment	Molestia
Authorities	Autoridades
Clandestine	Clandestino/a
Underground	Clandestino/esconderse
Exile	Exilio
Corpse/the dead	Cadáver(es)/los muertos
Disfigurement	Desfiguración/afeamiento
Prisoners	Presos/prisioneros

Democracy	Democracia
Nightmare	La pesadilla
To fight/to struggle	Pelear/luchar
To be stripped (of clothes)	Desnudarse
Electric shock	Descarga
Prison cell	La celda
Tear gas	El gas lacrimógeno
To smuggle (people)	Contrabandear
Stowaway	Polizón/viajar de polizón
To threaten/threats	Amenazar/las amenazas
Protest march	Hacer una manifestación
Demonstration	La manifestación
To bribe/to be bribed	Sobornar
Rape/to be raped	La violación/violar
To beat/to be beaten	Pegar/estar pegado
To tie up/to be tied up	Atar
Evidence	Las pruebas
Expedite (i.e. “expedited removal”)	Acelerar (la deportación)/ Proceso expedito de expulsión
Corroboration/corroborative	Corroboración/corroborativo/confirmatorio
To deport/To be deported	Deportar/ser deportado
To process/processing (an application)	Tramitar
To count votes	Contar los votos
To enter without inspection	Entrar sin inspección
At gunpoint	A punta de pistola
Arrest record	Reporte de arresto
Arrest warrant	Orden de arresto
To transfer (a case)/the transfer	Trasladar/el traslado
Bond (i.e. to get out of jail)	La fianza
Fine (i.e. money paid to avoid jail time)	La multa
Voluntary departure	Salida voluntaria
(Return) flight	Vuelo (de regreso)

Useful Vocabulary for Interpreters: English-French	
English	French
(Political) asylum	Asile (politique)
Custody	La garde (sous la garde de)/en captivité
Fingerprint/to get fingerprinted	Les empreintes digitales/ faire prendre les empreinte digitales
Sentence	Le jugement/ la condamnation (à mort)/la peine
Charges (i.e. criminal charges)	Les accusations
To detain/detainment/detained	Détenir/la détention/détenu(e)
Refugee camp	Un camp de réfugiés
To file (an application)/a file	Déposer (une application)/un dossier
To apply (i.e. for asylum)	Demander (l'asile)
To fill out a form/a form	Remplir un formulaire/ un formulaire
Hearing	L'audition
Judge	Le juge
Attorney	L'avocat
Trial (legal)	Le procès
Affidavit	La déclaration sous serment/ l'attestation
To swear (an oath)	Jurer (de, que); prêter serment
To be arrested/arrest	Etre arrêté(e)/l'arrestation
To interrogate/interrogation	Interroger/L'interrogation
Search/arrest warrant	Un ordre de perquisition/ un mandat d'arrêt (contre)
Fraudulent	Frauduleux (-euse)
Work permit	Un permis de travail
Witness/to witness	Témoin/témoigner
Confidential	Confidentiel (le)
To tell the truth	Dire la vérité
Case	L'affaire/le procès/dossier
Appeal/to appeal	L'appel/faire appel à
Court	La cour/le tribunal
Removal (deportation) proceedings	Les mesures/les poursuites/une procédure d'expulsion
To deport (to)/ deportation	Expulser (vers)/l'expulsion
Notice (i.e. notice to appear)	Un avis (de comparaître)
To grant (asylum)	Accorder (l'asile)/Accéder à une demande (une requête) d'asile
Membership card (for political groups)	Une carte d'adhésion/carte de membre
Asylum officer	Le fonctionnaire en charge de

	l'asile/responsable des demandes d'asile/ l'officier d'asile
Passport	Le passeport
Immigration	L'immigration
Torture/to torture	La torture/torturer (fig.-tourmenter)
Affiliation/to be affiliated with	L'affiliation/être affilié(e) avec
To be a member of (i.e. a political party)	être membre de (un parti politique)
Border guards	Les gardes à la frontière
In hiding	Dans la clandestinité/se tenir caché(e)
To rig (elections)	Truquer des élections
Election campaign	La campagne électorale
Polls	Le scrutin (électoral)
Ballot boxes	Les urnes
Ballot	Le bulletin (de vote)
Meeting	La réunion/le meeting (large public event)
Clan	Un clan
Escape/to escape	L'évasion, la fuite/échapper (à, de), s'enfuir (à, de)
Gunfire	La fusillade
To shoot	Tirer (sur)/fusiller
To ransack	Mettre à sac/piller/fouiller (à fond)
Dictator/dictatorship	Le dictateur/la dictature
To kidnap/abduct	Enlever
Handcuffs/to handcuff	Les menottes/menotter
Soldiers	Les soldats
Military camp	Un camp militaire
Forced labor camp	Un camp de travaux forcés
Prison camp	Un camp de prisonniers
Police	Police
Police officer	Policier (-ière)
Gendarme	Gendarme
Gendarmerie/police force	Gendarmerie
Police station	Commissariat/poste de police
Concentration camp	Un camp de concentration
Rifle/gun butt	La crosse de fusil
Bush (i.e. "escaped into the bush")	La brousse
To whip/whip	Fouetter/le fouet
To cut	Couper
To mark (i.e. mark with a cut or scar)	Marquer (avec une coupure ou une cicatrice)/balafrer (sure le visage avec un couteau)

Burn/to burn	Une brûlure/brûler
Persecution	La persécution
Electrocution	L'électrocution/électrocuter
To imprison	Emprisonner
Disappeared/to disappear (someone)	Disparu(e)/faire disparaître
To kill/murder	Tuer/assassiner
Harassment	Le harcèlement
Authorities	Les autorités
Clandestine	Clandestin(e)
Underground	Dans la clandestinité
Exile	L'exil/exilé(e)
Corpse/the dead	Le corps, le cadavre/les morts
Disfigure	Défigurer
Prisoners	Les prisonniers
Democracy	La démocratie (pronounced « démocratie »)
Nightmare	Le cauchemar/Cauchmarder
To fight/to struggle	Lutter/se battre contre
To be stripped (of clothes)	être déshabillé(e)
To be subjected to	être soumis à qch/subir qch
To subject somebody to something	Faire subir qch à qn
Electric shock	Le choc électrique
Prison cell	La cellule de prison
Tear gas	Le gaz lacrymogène
To smuggle (people)	Faire entrer (ou sortir) qn clandestinement,
To smuggle (objects)	Faire du trafic de/faire passer qch en contrebande
Stow away (v)/stowaway	S'embarquer clandestinement/ un passager clandestin
To threaten/threats	Menacer/des menaces
Protest march	Une marche de protestation
Demonstration/ to demonstrate	Une manifestation/manifester
At gunpoint	Sous la menace d'un pistolet/ d'un fusil/ d'arme de feu
To bribe	Soudoyer qqn/ payer un pot-de-vin
To push or shove	Pousser/bousculer
Rape (n)/to rape/to be raped	Le viol/ violer/ être violé(e)
To sodomize/sodomy	Sodomiser/la sodomie
To bleed	Saigner
To bruise/bruise	Meurtir/le bleu OU l'ecchymose
To beat/to be beaten	Battre/être battu(e)

To tie up/to be tied up	Ligoter/être ligoté(e)
Expedited removal	La déportation (l'expulsion) expédiée (expéditive)
Evidence	Les preuves
Corroboration/corroborative/corroborating	Corroboration/corroborer, confirmer/concordant
To process/process/processing	Traiter/le processus/le traitement
Processing	Le traitement (de)
Count/counting of votes	Dépouiller le scrutin/ le dépouillement de votes/de scrutin
In witness whereof this (statement) has been issued to serve where and when necessary.	En foi de quoi...pour valoir ce que de droit
In witness whereof this (statement) has been issued to him/her with all advantages thereto pertaining	En foi de quoi ce/cet/ cette (attestation) lui est délivré(e) pour valoir ce que de droit
Receipt	Récépissé, reçu
(Delivery) van	Fourgonnette
To whom it may concern	A qui de droit
To wave one's rights	Renoncer à ses droits
Activist/to be an activist	Militant/militer
Carry the ballot/win the election	Rempporter le scrutin/gagner les élections
FGM	MGF—Mutilation génitale féminine
Circumcision/to circumcise	la circoncision/circoncirer
Incision/ to incise/to cut (surgically)	l'incision/inciser
Assault/to assault	Agression/agresser/brutaliser
Alien registration number	Le numéro d'inscription étranger
Approval	L'approbation
Assessment	L'appréciation/l'estimation
Citizenship	La nationalité/la citoyenneté
Cover (to a passport)	La couverture (d'un passeport)
Deadline	La date limite, le délai
Defense/defender/defendant/defend	La défense/le défenseur/l'accusé(e) OU le suspect/défendre
Prosecution/prosecutor/to prosecute	Les poursuites (judiciaires)/ le procureur/ poursuivre qn en justice OU engager des poursuites
How often... ?	Combien de fois...?/avec quelle fréquence... ?
Job (task)	Le fonction
On average/average (i.e., typical)	En moyenne/normal
To be stuck/trapped	(être) coincé/ piégé
To make a claim (legal)/claim	Revendiquer/ la revendication/ titre juridique

To cross-examine/cross-examination	Interroger OU faire subir un contre-interrogatoire à/ le contre-interrogatoire
To do harm/harm	Faire du mal/le mal
To find out (about)	Se renseigner (sur)
To go on trial/to stand trial	Passer en jugement
To take the stand/the stand	Se tenir debout à la barre/ la barre
To appear (before a court)	Paraître devant la cour
To go over/review	Réviser
To go through customs/ customs	Passer à la douane/ la douane
To pry into	Mettre le nez dans
To request/request	Demander/la demande, la requête
To stamp/ official stamp	Viser/ le cacher
To supervise	Surveiller
To tear/torn	Déchirer/déchiré
Colonel	Le colonel (pron: «ko-loh-nel »)
Interview	L'entretien
Opponent	L'adversaire
Summons (i.e., court)	La citation
To be interviewed (i.e., for an asylum case)	Être interrogé
To be traumatized	Être traumatisé
Trauma	Le traumatisme
To resettle	Réinstaller
Withholding (of removal)	La suspension (d'expulsion)

Notes:

Notes: