



UNIVERSITY OF MINNESOTA

Driven to Discover®

University of Minnesota Retirees Volunteer Center

VOLUNTEER OPPORTUNITY

Become a Citizenship Group Processing Volunteer for the International Institute of Minnesota

Brief summary of organization's mission:

The International Institute of Minnesota (www.iimn.org) provides services and resources to empower New Americans (*immigrants and refugees*) in the pursuit of their goals. From language learning and job training to immigration assistance, citizenship classes, refugee resettlement, and case management, the Institute offers New Americans a pathway for a strong start to a new life in our community.

Description of organization activity requiring volunteers:

Volunteers will help bring economic and civic benefits to the more than 65,000 Minnesota residents that are eligible to apply for U.S. citizenship by assisting our Minnesota neighbors to complete their citizenship application.

Details of volunteer duties:

Under the supervision of IIMN staff (Department of Justice accredited representatives) volunteers will help clients read and complete online naturalization applications. IIMN Staff will provide preliminary eligibility screening with the client, conduct a final review of the application, and explain the process and next steps to the client.

Some clients may have somewhat limited English reading, oral communication, and computer keyboarding skills. Volunteers will need to:

- Read and become familiar with the citizenship application prior to a scheduled session with a client. Click on the following link to view the application: [Application for Naturalization](#).
- Help clients read and understand all questions on the application and transcribe the answers onto the form.
- Assist with entry of the required information on a laptop computer (provided by IIMN).

Dates, times (length of shifts, if applicable), and locations:

Volunteer shifts are **3-4 hours each**; morning and/or afternoon available. Various dates and times are available. All volunteer shifts are on-site at the International Institute of Minnesota: **1694 Como Avenue, St Paul MN 55108.**

Volunteer eligibility and training requirements:

Please view this 10-minute introduction to citizenship application video to learn more about the citizenship application for new volunteers: [Citizenship Group Processing Volunteer Opportunity](#)
Additional training and citizenship overview is available upon request.

Physical expectations/limitations: Volunteers will be sitting for prolonged periods.

What to wear (or not to wear): Business casual attire is recommended.

Volunteers' food/beverage availability: Volunteers are encouraged to bring their own water bottle. Water fountains are available on-site.

Parking/Transportation: There is a free parking lot available next to the building. For public transportation commuters, Bus Route: 3, Rapid Line A stop at Como Ave & Fairgrounds.

Covid precautions and other safety information: Beginning October 1, 2021, all volunteer roles that require in-person contact with IIMN staff, other IIMN volunteers or IIMN clients and students are required to be fully vaccinated for COVID-19. Proof of vaccination will be requested before you begin your first volunteer shift.

**Please indicate at registration whether you are a URVC/UMRA volunteer.*

 **Deadline for volunteer application: Immediate and Ongoing.**

To register for this activity

Click on the link to fill out the Volunteer Application Form:
[Citizenship Group Processing Volunteer](#)

Or you may contact the University Retirees Volunteer Center,
by email (preferred) at URVC@UMN.EDU
or by phone at 612-625-8016

WANT TO LEARN MORE?

For more information on available volunteer opportunities, contact the URVC Office at urvc@umn.edu or 612-625-8016