**Steps to Acceptance into the Bergenfield Public Library (BPL) Citizenship Course**

1. You must have proof that you have **already** filed the N-400 application with the U.S. Citizenship and Immigration Services (USCIS). (Note: All information for people applying for naturalization, including all study materials, are at <https://www.uscis.gov/citizenship>. For a YouTube video from USCIS to walk you through the online N-400 application process, visit <https://www.uscis.gov/citizenship/apply-for-citizenship>)

Keep in mind that the lead time from application to interview is about 14 months. The closer your interview date, the more you will retain and benefit from the library’s 10-week Citizenship Preparation Course for your U.S. Naturalization civics test and interview.

1. Complete BPL Citizenship Course Application form\* and submit to ESL Coordinator before the required deadline. (\*For a BPL Citizenship Course Application and due dates, visit https://www.bergenfieldlibrary.org/citizenship-classes/ or contact the ESL Coordinator, Nayda Rondon, at nrondonbergenfieldlibrary.org)
2. The ESL Coordinator will contact you to schedule an interview to review your application, proof of N-400 filing, provide a course overview, and answer any of your course-related questions.
3. Submitting an application does not guarantee acceptance. The 10-week course will meet weekly at the library from April 8-June 17 for two-hour sessions on Saturdays, 10:15-12:15pm; placement is limited to a maximum of 10 qualifying students; Bergenfield residents will be given preference. You must agree to attend all 10 classes at the appointed schedule.
4. If selected for the course, you will be required to pay a $25 registration fee. The ESL Coordinator must receive payment at least one week prior to the start of the first class (Saturday, April 8). This fee will be refundable after your successful completion of the course.
5. At the time of registration, you will receive a BPL Citizenship Student Prep Toolkit, which will include a study guide of the 100 test questions and answers required to pass the Naturalization exam. You are required to study at least the first 10 questions in order to be prepared to answer them during the first Saturday class.

**Reminders**

* 1. A person who can’t speak, read and write English at a basic/intermediate level will have a difficult time passing the test. If you feel your English competency could still use improvement, consider beginning/continuing to take our regular ESL classes until you feel better prepared.
	2. The ESL Coordinator and Volunteer Citizenship Tutors cannot act as a registrant’s lawyer. They are here to help you review the questions/answers you will be required to know in order to pass the reading, writing and speaking parts of the Naturalization test; they cannot help you with any parts of the USCIS application/documentation paperwork, or advise in any legal manner.
	3. Students should be aware that the question about “citations” on the N-400 application includes speeding tickets. Any questions that ask whether you have **ever** been… means in your **entire** life, not just since you have been in this country, or in the past five years, months, etc.