

**Instructions for U.S.-based Media Organizations/NGOs to Submit Referrals
Priority 2 Designation for Afghan Nationals
August 2, 2021**

Background:

The U.S. Refugee Admissions Program (USRAP) is a joint program run by the Department of State Bureau of Population, Refugees, and Migration (PRM), Department of Homeland Security U.S. Citizenship and Immigration Services (USCIS), and the Department of Health and Human Services (HHS) Office of Refugee Resettlement (ORR). The U.S. objective in Afghanistan remains a peaceful, secure country. However, with the withdrawal of U.S. troops from Afghanistan, the U.S. government is preparing for numerous contingencies. A top priority is to ensure those affiliated with the U.S. government and U.S.-based NGOs or media organizations are identified and protected from potential retaliation or harm. Afghans known to the U.S. government who fit into the specific categories defined by the new [Priority-2 \(P-2\) program](#) may be referred to the USRAP. The term “priority” relates to groups of special concern that can be referred for access to the USRAP; it does not indicate status or any hierarchical selection process.

The P-2 program for Afghan nationals was announced on August 2, 2021. U.S. government departments and agencies, and U.S.-based NGOs or media organizations with operations in Afghanistan, may submit P-2 referrals for Afghans who fall into any of the following three categories:

1. Afghans who do not meet the minimum time-in-service for a [Special Immigrant Visa \(SIV\)](#) but who work or worked at any time as employees of contractors*, Locally Employed (LE) Staff, interpreters/translators for the U.S. government, United States Forces Afghanistan (USFOR-A), International Security Assistance Force (ISAF), or Resolute Support;
2. Afghans who work or worked at any time for a U.S. government-funded program or project in Afghanistan supported through a U.S. government grant or cooperative agreement*;
3. Afghans who are or were employed in Afghanistan by a U.S.-based non-governmental or media organization.

Note: Afghans who work/worked for **sub-contractors and **sub**-grantees do not qualify for P-2.*

If you believe any of your organization’s Afghan national staff (plus their spouse and children of any age, whether married or unmarried) might be in danger now or in the foreseeable future because of their affiliation with your organization, please refer these individuals to the USRAP according to the instructions below.

Instructions:

This guidance is intended for U.S.-based NGOs and media organizations **that were not funded by the U.S. government** to refer their Afghan national staff to the USRAP (see third bullet

above). If the media or NGO's Afghan projects were funded by the U.S. government, its employees may qualify under the second bullet above. Complete referral packages must be submitted to the Department of State by the **senior-most U.S. citizen employee of the media organization or NGO's headquarters in the United States** (e.g., CEO, Executive Director, etc.).

Each referral package **must contain all required information**:

- A full and complete Referral Form (see end of this document) - this can be pasted directly into the email using the chart found at the end of this document or attached using the [excel version](#).
- A complete and signed [Employment Verification form](#) used to verify the senior-most U.S. citizen employee confirms the individual's employment.
- Scans of the following documents (this is optional to include but highly encouraged if available):
 - Documents to establish identity: passport; national ID; birth certificates
 - Documents to establish relationships: marriage, divorce, death, and/or birth certificates
 - Documents to establish employment history: employment badges, employer affidavits

Send completed referral packages to the U.S. Department of State at USRAPAfghanReferrals@state.gov. Due to the anticipated high volume of inquiries, the Department of State **will only respond** to messages sent by the senior-most American employee of the organization. The Department of State will not respond to any unsolicited emails at this address.

Once the Department of State reviews and determines the referral package is complete, they will contact the Principal Applicant directly at the primary email address provided in the referral package **to ensure the Principal Applicant knows what email address to contact once he/she has relocated to a third country**. Although referrals can be made for Afghan nationals who remain in Afghanistan, case processing cannot begin until/unless the individual(s) relocate to a third country. Note: A referral is not a guarantee that an application will be successful, but it is necessary to begin the process.

Other Issues to Consider:

- There is no resettlement processing in Afghanistan and certain neighboring countries such as Iran. If/when Principal Applicants and their families make the difficult choice to leave Afghanistan, they will need to arrange and pay for their own travel to a third country.
- Once they have arrived in a third country, the Principal Applicant must contact the U.S. Department of State to begin processing their case. Case processing can be lengthy (potentially 12-14 months), so please ensure they are aware this process could require living in and supporting themselves in a third country for a substantial amount of time until case processing is complete.

- Even if an individual qualifies for the P-2 program and travels outside of Afghanistan, there is no guarantee that they will be approved for resettlement to the United States. In particular, applicants must pass extensive security checks.
- The United States is unable to provide protection or support to individuals while they await a decision on their refugee case. Those who leave Afghanistan can register for international protection and assistance as a refugee with the government of the country they are in, if the country has an established asylum process; or, they can register with the UN Refugee Agency (UNHCR).

Referral Form – Must be completed in English

Section 1: Principal Applicant information (Afghan national staff member)											
First Name*			Middle Name		Surname*			Second Surname		Gender (m/f)*	Date of Birth (Day/Month/Year)
Nationality*			Marital Status		Current Location Country*			Primary E-mail*		Secondary E-mail	
Primary Phone Number		Secondary Phone Number		National ID Number		National ID Place of Issuance	Passport Number		Passport Place of Issuance		
Section 2: Family Members' Information											
Relationship to Principal Applicant*	First Name*	Middle Name	Surname*	Gender (m/f)*	Date of Birth (Day/Month/Year)	Nationality*	Marital status	National ID Number	National ID Place of Issuance	Passport Number	Passport Place of Issuance