

Intake Form: Newcomer Educational and Professional Background

*This intake form helps service providers collect key information about individuals’ personal, educational, and professional backgrounds. It is intended to guide support in areas like career development, credential evaluation, and education. Completing the form should take about 10–15 minutes. After completing the form, make sure to gather the relevant documentation the client can access.*

*Note: This form is intended to be used as a template and customized to align with your program’s unique needs and specific compliance requirements. This document should not be regarded as a complete compliance tool for any particular grant or program. Please refer to your agency’s cooperative agreements for program-specific requirements.*

PERSONAL INFORMATION

Full Name:

Date of Birth: Gender:

Address:

Phone Number: Email Address:

Country of Origin: Date of Arrival:

Immigration Status: Work Authorized: [ ]  Yes [ ]  No

EDUCATIONAL BACKGROUND

*Select all that apply:*

[ ]  High School Diploma *or equivalent*  [ ]  U.S. Institution [ ]  Non-U.S. Institution

[ ]  Associate’s Degree *or equivalent*  [ ]  U.S. Institution [ ]  Non-U.S. Institution

[ ]  Bachelor’s Degree *or equivalent*  [ ]  U.S. Institution [ ]  Non-U.S. Institution

[ ]  Master’s Degree *or equivalent*  [ ]  U.S. Institution [ ]  Non-U.S. Institution

[ ]  PhD *or equivalent terminal degree*  [ ]  U.S. Institution [ ]  Non-U.S. Institution

[ ]  Other Professional Certificates[ ]  U.S. Institution [ ]  Non-U.S. Institution

[ ]  Training Courses or Certificates obtained in refugee camp setting

Description of Education:

Details of Last Educational Institution Attended:

Name of Institution:

Country:

Degree/Certification Earned:

Field of Study:

Year of Graduation:

Professional Certifications (e.g., PMP, CPA, etc.):

Certification Name:

Issuing Organization:

Country: Year Issued:

Do you have any documents that confirm your educational background (diplomas, transcripts, etc.)?

[ ]  Yes [ ]  No – *If no, can you request transcripts from your institution?* [ ]  Yes [ ]  No

In what format are these documents?

[ ]  Hard copies [ ]  Digital copies

If you have hard copies, are they currently with you in the U.S.?

[ ]  Yes [ ]  No [ ]  No, but I could obtain them

[ ]  Not applicable (I only have digital copies)

Are your education documents in English or another language? *(Documents must be translated if used for credential evaluation.)*

[ ]  Documents are in English

[ ]  Documents are in another language

Have you taken an English Placement Exam?

[ ]  Yes – *If yes, which exam did you take (e.g., TOEFL, IELTS, etc.):*

[ ]  No

WORK EXPERIENCE

Do you have a resume or CV?

[ ]  Yes [ ]  No

Most Recent Job Title:

Employer Name:

Country:

Years of Experience in This Role:

Brief Description of Duties and Responsibilities:

Additional Relevant Work Experience

Job Title:

Employer Name:

Country:

Years of Experience in This Role:

Brief Description of Duties and Responsibilities:

Job Title:

Employer Name:

Country:

Years of Experience in This Role:

Brief Description of Duties and Responsibilities:

Job Title:

Employer Name:

Country:

Years of Experience in This Role:

Brief Description of Duties and Responsibilities:

Skills

What skills have you gained from previous jobs, volunteer work, or personal projects? *(Examples: auto repair, project management, problem-solving, digital skills)*

List any skills related to working with people. *(Examples: teamwork, customer service, leadership)*

Describe any domestic or manual skills you’ve developed. *(Examples: agricultural skills, sewing, caretaking, cooking)*

Other Skills:

CREDENTIAL EVALUATION AND RECOGNITION

Have you had your educational credentials evaluated in the U.S.?

[ ]  Yes *If yes, by which organization?*

[ ]  No If no, are you interested in having your credentials evaluated? [ ]  Yes [ ]  No [ ]  Maybe

What is your purpose of obtaining a credential evaluation? *(Check all that apply.)*

[ ]  Higher Education

[ ]  Employment

[ ]  Professional Re-Licensure

[ ]  Other:

Are you aware of funding options for credential evaluations?

[ ]  Yes [ ]  No

Do you need assistance in finding financial aid or scholarships?

[ ]  Yes [ ]  No

NEXT STEPS

What are your career or professional goals?

What type of support do you need to achieve your career goals? *(Check all that apply.)*

[ ]  Credential Evaluation

[ ]  Professional Licensing

[ ]  Job Search Assistance

[ ]  Further Education Guidance

[ ]  English Language Training

[ ]  Other:

Are you interested in further education?

[ ]  Yes [ ]  No [ ]  Maybe

*If yes, what field of study are you interested in?*

ADDITIONAL SUPPORT AND RESOURCES

Would you like to be connected with career coaching services?

[ ]  Yes [ ]  No

Would you like information on local organizations that support refugees?

[ ]  Yes [ ]  No

Any other support or information you need?

CONSENT

By signing below, I consent to the collection and use of my personal information for the purpose of providing resettlement services and support.

Signature: Date:

*The IRC received competitive funding through the U.S. Department of Health and Human Services, Administration for Children and Families, Grant #90RB0053. The project is 100% financed by federal funds. The contents of this document are solely the responsibility of the authors and do not necessarily represent the official views of the U.S. Department of Health and Human Services, Administration for Children and Families.*