



# International Organization for Human Rights and Refugee Affairs

## Asylum Application Guide

*Protecting Human Dignity · Supporting Refugees Worldwide*

Your comprehensive guide to understanding asylum  
procedures step-by-step, from application submission to  
the final decision.

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A photograph of a family of five walking away from the camera down a long, brightly lit tunnel. The tunnel has a series of glowing blue light rings around its circumference. The family consists of a man, a woman carrying a baby, and three children. They are all carrying bags and backpacks, suggesting they are refugees or migrants. The IOHR logo is overlaid in the top right corner of the image.

# IOHR



## WHO WE ARE : IOHR

The International Organization for Human Rights and Refugee Affairs is a specialized humanitarian organization that supports individuals facing risks of persecution or armed conflict, striving to help them access international protection according to globally adopted legal standards. We believe that every human being deserves to live in safety and dignity, and that international protection is a right, not a privilege.

### **Support for Human Rights**

We work to protect and uphold the fundamental rights of every individual regardless of their nationality, religion, or background, and diligently pursue cases of violations.

### **Legal Assistance**

We provide specialized legal support through a team of lawyers and legal experts to ensure that every case is handled with the required competence and professionalism.

### **Facilitating Asylum Procedures**

We guide individuals through all stages of the process, from filling out forms to interviews and referrals, reducing the burden and ensuring the integrity of the procedures.

### **International Cooperation**

We coordinate with international organizations such as the UNHCR and host countries to ensure the best outcomes for asylum seekers.



# Guide Introduction

## Why this Guide?

This guide has been specifically prepared to help individuals wishing to apply for asylum understand the procedures and steps involved in the application, from submission to the final decision. We recognize that this stage can be stressful and complex, so we strive to simplify every step and clarify every requirement.

## Our Principles in Action

The organization adopts clear and transparent procedures to ensure that all applications are reviewed according to international legal standards for refugee protection. We adhere to principles of neutrality, objectivity, and complete confidentiality in handling every case, believing that each case deserves genuine individual attention.

This guide will lead you through **seven clear main stages**, and it also includes answers to frequently asked questions to ensure you are fully prepared at every step of your journey.





# Who Can Apply for Asylum?

Anyone facing a real and documented threat in their home country is entitled to apply for asylum. Each application is evaluated individually and independently, free from any external influences. Legally accepted reasons for applying for asylum include:

## Political Persecution

If you face prosecution, arrest, or threats because of your political opinions, affiliations, opposition activities, or human rights work.

## Religious Persecution

If you face persecution, violence, or discrimination due to your religion, spiritual beliefs, religious practices, or affiliation with a particular sect.

## Ethnic or National Persecution

If you are targeted because of your race, national origin, or affiliation with a specific ethnic or national group in your country.

## Armed Conflicts and Wars

If you live in an area of armed conflict or civil war that exposes your life and your family's lives to imminent and continuous danger.

## Serious Threat to Life or Liberty

If your life or liberty is seriously threatened for any other reason and your country's authorities are unable or unwilling to protect you.

 **Important Notice:** Each application is evaluated individually and independently. The presence of one of these reasons does not automatically guarantee acceptance of the application, but it does grant you the right to submit it and undergo a full legal review.



## **Asylum Application Stages – Overview**

**The asylum application process goes through seven sequential and integrated stages. The following diagram illustrates these stages in chronological order from beginning to final decision:**

Each of these stages has its own requirements, which we will explain in detail on the following pages. It is important to adhere to the correct sequence of stages and submit the required documents at each stage to ensure the smooth progress of the application.



## Explanation of Stages – From First to Fourth

1

### Filling out the Asylum Application Form

The asylum application form is completed via the organization's official online link. All personal information must be entered accurately and truthfully, and any available supporting documents, such as a passport, identity documents, or evidence of threat, should be attached. The more detailed and reliable the information, the faster the review process will be.

2

### Initial Online Interview

After receiving the application, an appointment for an initial interview is scheduled to be conducted online (video or phone). The interview typically lasts 5 to 10 minutes and aims to verify the accuracy of the information provided in the form and to make an initial assessment of the case's nature. It is advisable to attend in a quiet environment and ensure good connection quality.

3

### Preliminary Acceptance and Completion of the Legal Form

If the application passes the initial stage, the applicant is granted "preliminary acceptance" and is asked to complete the detailed legal form. This form is more comprehensive and requires a precise description of the reasons why returning to the country of origin is impossible or dangerous.

4

### File Review by the Legal Team

The organization's specialized legal team meticulously reviews all submitted documents and information. The file is assessed according to international legal standards for refugee protection, and the applicant may be asked to provide additional documents or clarifications to complete the review. The duration of this stage varies depending on the complexity of the case.

# Explanation of Stages – From Fifth to Seventh

1

## Stage Five: Referral to the Host Country

After the legal review is completed and all requirements are met, the file is officially referred to the selected or available host country for consideration according to its internal procedures. The organization works in coordination with the competent authorities in the host country to facilitate this stage and ensure a smooth transition.

2

## Stage Six: Issuance of Asylum Seeker Card

The applicant is issued a **temporary asylum seeker card**, officially proving that their file is under review by the competent authorities. This card is an important identification document that should be kept at all times, as it proves your legal status during the waiting period and protects you from certain legal risks.

3

## Stage Seven: Awaiting Final Decision

The host country issues its final decision on the application after completing its internal procedures. The applicant is informed of the outcome via email or phone. If accepted, procedures for granting refugee status begin. In case of rejection, the reasons are explained, and some cases may be eligible for re-application.



**Note:** The asylum seeker card is not proof of acceptance of the application or granting of refugee status. It only proves that your file is under official processing.

# Frequently Asked Questions – Part One

## Who can apply for asylum?

Anyone facing a real and documented threat in their home country due to political, religious, or ethnic persecution, or as a result of armed conflicts or a serious threat to their life or freedom.

## How can I apply?

By filling out the electronic form via the official link on the organization's website. The process is entirely electronic and does not require personal attendance in the first stage.

## Is the application free?

This depends on the adopted policies and procedures. Please contact the organization directly via email or the website to inquire about the financial details specific to your case.

## What happens after submitting the application?

The application is reviewed by the specialized team, then an appointment for an initial online interview is scheduled within a reasonable period. The applicant is informed of every step via email.

## How long does the interview take?

The initial interview usually takes between 5 to 10 minutes. It aims for an initial verification of information and not a detailed investigation at this stage.

## Should documents be submitted?

It is preferable to submit any available documents that support your application, such as a passport, identity documents, or evidence of threat or persecution. Strengthening your file with documents expedites processing and increases the reliability of the application.

## Can I apply without a passport?

Yes, you can apply without a passport if other identity documents are available, such as a national ID card or any other official document. The absence of a passport does not invalidate your right to apply.

## Can I apply with my family?

Yes, immediate family members (spouse and children) can be included in the asylum application. It is recommended to mention all family members from the beginning to avoid complications later.

## What does initial acceptance mean?

It means that your application has passed the initial review and your file has moved to the detailed legal study phase. It is a positive step but does not mean final approval for refugee status.

## What is an asylum seeker card?

It is a temporary official identification document issued by the organization that confirms your application is under review by the competent authorities. It must be kept and used in official dealings during the waiting period.

## Does the card mean obtaining asylum?

No. The asylum seeker card is only proof that the file is under official processing. The final decision to grant or refuse asylum is issued by the host country after a full study of the file.

## How long does the file study take?

The duration of the study varies from case to case depending on the nature and complexity of the file, the volume of submitted documents, and the legal procedures followed in the host country. The applicant is regularly informed of any developments.

# Frequently Asked Questions – Part Two

## Can the application be rejected?

Yes, the application can be rejected if it does not meet the approved international legal conditions and criteria. In case of rejection, the applicant will be informed of the reasons for the decision and their available options thereafter.

## Can I work while awaiting the decision?

This depends entirely on the laws and internal regulations of the host country. Some countries allow work after a certain waiting period, while others do not permit it before the final decision is issued.

## Can I change the host country?

Usually, the host country cannot be changed after the file has been referred to it, except in documented exceptional cases that require it. It is advisable to think carefully before choosing the host country.

## Can I submit a new application after rejection?

In some cases, based on new circumstances or additional information not provided in the first application, the applicant may be able to submit a new application. It is advisable to consult with the legal team first.

## Can I add my family members later?

This may be possible according to the approved procedures and the circumstances of each case. Early communication with the organization regarding this matter helps avoid complications and identify available options.

## How can I track my application?

You can track the progress of your application using your file number, which you receive upon registration. You can also contact the organization via the official email for updates.

## Is information kept confidential?

Yes, the organization is fully committed to maintaining the confidentiality of all submitted personal data and information. No information is shared with third parties without explicit consent from its owners, in accordance with the highest data protection standards.

## Do I need to attend the interview in person?

No, the initial interview is usually conducted online (video call or phone call). This allows applicants anywhere in the world to participate without the need to travel or commute.

## Can the interview be rescheduled?

An additional interview may be requested if further clarifications or supplementary inquiries are needed. This is not necessarily a negative indicator but may be part of the routine procedure.

## Can additional documents be submitted later?

Yes, additional supporting documents can be submitted at any stage of the file review. The stronger and more comprehensive the documents, the greater the chances of a positive review.

## How will I know the outcome of the application?

The applicant will be informed of the application's outcome via the registered email or phone number provided in the file. Therefore, it is essential to ensure the accuracy of contact information and update it if there are any changes.

## Can the application be canceled?

Yes, the applicant has the right to withdraw and cancel their application at any time. The organization must be officially notified of this decision via email, including the file number, to ensure proper closure of the file.



## Contact Us

We are here to answer all your inquiries and assist you every step of the way. Do not hesitate to contact us through the official channels below:

### Website

Please visit our official website for the latest information, to fill out the asylum application form, and to follow the latest news and updates.

[www.uo-us.org](http://www.uo-us.org)

### Email

You can contact us directly via the official email for any inquiries or support requests. We commit to responding within a reasonable timeframe.

[info@uo-us.org](mailto:info@uo-us.org)

### International Organization

The International Organization for Human Rights and Refugee Affairs – specialists in supporting asylum seekers and providing legal and humanitarian assistance.

**International Organization for Human Rights  
and Refugee Affairs**

 **Important Reminder:** Always keep your file number handy, and keep your contact information updated to ensure you receive any correspondence or decisions in a timely manner. Our team is fully ready to support you.