

*This is an unofficial translation.*

**On Approving the Temporary Instruction on Completing Documents Necessary for Settling Questions on Delegation, Forfeiture and Withdrawal of Refugee Status**

**Injunction of the State Committee for Nationalities and Migration of Ukraine  
as of April 29, 2002 # 20**

**Registered with the Ministry of Justice of Ukraine  
on May 11, 2002 under #422/6710**

Pursuant to the Law of Ukraine #2557-III “On Refugees” as of June 21, 2001, Article 6, and in order to properly arrange the procedure of registration of documents necessary for settling questions on delegation, forfeiture and withdrawal of refugee status, I shall hereby DECREE:

1. Approve the Temporary Instruction on Registration of Documents Necessary for Settling Questions on Delegation, Forfeiture and Withdrawal of Refugee Status. (Attached).
2. Refugee and Migration Department (Mr. Yu. Buznytsky) shall ensure the official registration of this Injunction with the Ministry of Justice of Ukraine.
3. Bring the Injunction to the notice of local migration bodies in Autonomous Republic of Crimea, oblasts and cities of Kyiv and Sevastopol.
4. Heads of local migration bodies in Crimean Autonomous Republic, oblasts and cities of Kyiv and Sevastopol shall ensure the unconditional execution of the Injunction requirements.
5. The control over the Injunction execution shall be laid on Mr. Yu. Sukhov, the Deputy Head of the Committee.

**G. P. Sereda**

**Committee Head**

APPROVED  
By the Injunction of the State Committee for Nationalities and Migration  
as of April 29, 2002 #20

Registered  
with the Ministry of Justice of Ukraine  
on May 11, 2002 under # 422/6710

# **Temporary Instruction on Completing Documents Necessary for Delegation, Forfeiture and Withdrawal of Refugee Status**

## **1. General Provisions**

1.1. The Temporary Instruction shall set forth the procedure for completion of documents necessary for settling questions on delegation, forfeiture and withdrawal of the refugee status nationwide in Ukraine.

1.2. Pursuant to Article 1 of the Law of Ukraine “On Refugees” (hereinafter – the Law), the refugee status may be granted to a physical person who is an alien of Ukraine and due to absolutely reasonable apprehension to become a victim of persecution on the basis of race, religion, nationality, citizenship (allegiance), affiliation to certain social group or political convictions is outside the country of his/her civil affiliation (citizenship) and cannot or does not want to enjoy the protection of the country due to these apprehensions, or being an alien and outside the state of his/her previous residence, cannot or does not want to return back to the state due to the afore indicated apprehensions.

1.3. The local migration bodies of the Crimean Autonomous Republic, oblasts, cities of Kyiv and Sevastopol shall undertake actions related to the processing of documents necessary for delegation, forfeiture and withdrawal of refugee status in conformity with the Constitution of Ukraine, Law of Ukraine “On Refugees”, other legal and statutory acts, as well as international agreements with obligation being approved by the Verkhovna Rada of Ukraine, and this Instruction.

## **2. Submitting the refugee status solicitation**

2.1. Should a person having intention to obtain the refugee status or his/her legal representative, individually provide the migration body with the application to receive the refugee status, the indicated body shall:

- register this person in the log of persons willing to submit the refugee status application (hereinafter – the Persons’ Log) (Annex 1), and the filed application – in the incoming traffic log;
- check, if the mentioned person complies with the procedure of submitting solicitation for obtaining the refugee status which is set forth by Article 9 of the Law;
- give the person or his/her legal representative the blank form of the refugee status application (Annex 2); and
- accept under the Article 11 of the Law the refugee status application for review. Should a person fail to comply with the afore mentioned procedure, the application shall be accepted for review under the written permission of the migration body head, which shall be documented pursuant to the appropriate injunction (Annex 3) and

delivered after the verification and documentary approval of the fact that there were grounded reasons to break the procedure.

2.2. Should the submission procedure of the refugee status application, set forth by Article 9, be violated without the grounded reasons, the migration body shall:

- pass the rejection decision to accept the refugee status application, which shall be documented under the injunction of the migration body head (Annex 3) and provide the person with the written notification stating the reasons of rejection (Annex 4). The relevant data shall be registered with the Persons' Log; and
- familiarize the mentioned person against the signature in the Persons' Log with the appeal procedure of the rejection decision to accept the application in the State Committee for Nationalities and Migration of Ukraine or in court (Annex 4).

### **3. Registration of documents necessary for obtaining the refugee status**

In case the refugee status application is accepted for review, the migration body shall:

- ensure that the person or his/her legal representative fills in the appropriate form (questionnaire) (Annex 5). Should the legal representative fill in the questionnaire, he/she shall indicate the ID data of a person who expressed the wish to obtain the refugee status;
- register with the Refugee Status Application Log (Annex 6) the application and filed documents (questionnaire, papers identifying the applicant or his/her legal representative and documents or materials serving as a proof that there are appropriate conditions for the person to obtain the refugee status;
- familiarize the applicant or his/her legal representative against their personal signature with the decision making procedure, rights and obligations of person a subject to the decision on processing the documents, which are necessary for granting the refugee status. This process shall be documented in the appropriate familiarization protocol on passing the application decision, rights and obligations of person concerning whom the decision was taken to process the documents, which are necessary for granting the refugee status (Annex 7);
- fingerprint the person a subject to refugee status solicitation;
- fill out the registration list (Annex 8);
- fill out other relevant documents;
- complete the personal file pursuant to the list of documents being part of the applicant's personal file (Annex 9);
- file the data obtained into the centralized database; and

- hand out the reference note to the applicant against the signature stating that the person has submitted the refugee status application which is registered in the Registration Log for issuing the reference notes on submitted refugee status applications (Annex 10);

Simultaneously with the registration of documents necessary for granting the refugee status to children separated from families, the migration body shall apply all best efforts for retrieving the parents or other legal representatives of a non-adult, who is under 18.

#### **4. Preliminary consideration of applications**

4.1. In course of preliminary review of refugee status application the migration body shall:

- interview the applicant within three business days following the registration, in compliance with the requirements envisaged by Article 12 of this Law. The results of the interview shall be completed as the protocol of interview with a person who submitted the refugee status application (Annex 11); the protocol shall be signed by the indicated person and officer who carried out the interview. Should the interpreter be involved into the interview, he/she shall draw up a confidentiality statement of data, being part of the applicant's personal file (Annex 12). In case the interview is carried out with a child separated from parents or disabled person, a special mark shall be made in the protocol about the presence of the legal representative of the child or person, interpreter, psychologist or pedagogical representative, as well as attorney (if invited). The appropriate data on the listed persons shall be entered into the protocol;
- check if the data about the person's registration are available in the body of the specially authorized central executive agency for citizenship and registration of physical persons; and
- pass a decision on processing the documents necessary for granting the refugee status, or denial, given the written conclusion of the officer who is in charge of the case (Annex 13). The decision shall be documented under the injunction of the migration body head (Annex 14).

4.2. In case the appropriate decision on processing of the documents necessary for granting the refugee status is passed, the migration body shall:

- hand out against the signature to the person, a subject to the decision, a reference note about the person, concerning whom the decision on processing of the documents necessary for granting the refugee status was passed. The relevant data shall be filed with the Registration Log for reference note on person concerning whom the decision on processing the documents necessary for granting the refugee status was passed (Annex 15). The indicated reference note shall serve as the ground for registration with the body of the specially authorized central executive agency for citizenship and registration of physical persons;
- withdraw from the person the note on submitting the application for granting the refugee status. The appropriate data shall be entered into the Registration Log for Issuing the reference notes on submitted refugee status applications (Annex 10); and

- accept and register the receipt stating that the applicant's national passport or any ID, or other documents serving as a proof of conditions necessary for obtaining the refugee status have been received for safekeeping (Annex 16).

4.3. In case of rejection to process the documents necessary for making the decision on granting the refugee status, the migration body within three business days following the moment the decision was made shall:

- withdraw from the person the note on submitting the application for granting the refugee status. The appropriate data shall be entered into the Registration Log for issuing the reference notes on submitted refugee status applications (Annex 10);
- pass the information on decision made to the appropriate body of interior and the State Committee for Nationalities and Migration of Ukraine (Annex 17). The second copies of the applicant's fingerprint card and questionnaire shall be forwarded to the relevant body of interior; and
- provide the applicant or his/her legal representative against the signature in the Notifications Log (Annex 18) with the written notification stating the reasons of rejection and explanation of appeal procedure against the decision taken (Annex 19).

## **5. Application review after the decision on registration of documents necessary for granting the refugee status is passed**

5.1. While considering the application for obtaining the refugee status, the migration body within a two-month period after the decision on registration of documents necessary for granting the refugee status shall:

- conduct relevant interviews with the applicant or his/her legal representative, under the rules set forth by Part 2 Article 12 of the Law. The procedure shall be documented under the protocol of interview with a person who submitted the application for granting the refugee status (Annex 11) and signed by the person and interviewer;
- submit the relevant request to the bodies of interior and State Security for checking, if there are circumstances under which the refugee status is not granted (Annex 20);
- submit the relevant request (if necessary, direct the applicant in person) to the bodies of interior and State Security for identification of the person (Annex 21), if the applicant fails to hand out the documents that identify the person, or if these documents are false or forged;
- submit the relevant requests to the bodies of interior and State Security, as well as other government bodies and local authorities, public unions (Annex 20), should there be any doubts regarding the reliability of information delivered by the applicant or if it is necessary to establish the authenticity and validity of the documents filed;
- send the applicant for medical examination (Annex 22), the results of which shall be attached to his/her personal file;

- complete the written conclusion (statement) on granting or rejection of the refugee status (Annex 23); and
- create the applicant's personal file and send it by courier together with the attached written conclusion of the migration body (Annex 23) to the State Committee for Nationalities and Migration, in addition to the documents received from or prepared by the migration body during the application review.

Given the grounded presentation of the officer, who is in charge of the application consideration (Annex 24) and if necessary, the term of review may be extended but not more than for three months; the extension shall be documented under the injunction of the migration body head.

Should the applicant during the review of refugee status application submit an appeal to terminate the consideration, the migration body shall pass an appropriate decision which is documented under the head's injunction.

## **6. Passing the decision on refugee status application**

6.1. To pass the decision on refugee status application, the State Committee for Nationalities and Migration of Ukraine shall:

- obtain the applicant's personal file in addition to the written conclusion of the migration body;
- demand additional information from the migration body that reviewed the case (if necessary);
- apply with relevant requests to the Ministry of Interior of Ukraine, Ministry of Foreign Affairs of Ukraine, State Security of Ukraine, other State institutions and local authorities, as well as public associations, should there be any doubts about the reliability of information and need to determine the authenticity and validity of the documents;
- attach to the personal files the documents obtained from or prepared by the State Committee for Nationalities and Migration of Ukraine during the application review;
- pass a decision on granting the refugee status or rejection (Annex 25) within terms set forth by Article 14; and
- communicate the decision on granting the refugee status or rejection attached to the applicant's personal file within three business days to the migration body that was in charge of the case consideration. The data on personal file shall remain with the State Committee for Nationalities and Migration of Ukraine.

6.2. While obtaining the decision of the State Committee for Nationalities and Migration of Ukraine on granting the refugee status, the migration body shall:

- within seven business days following the receipt of the decision, provide the person concerning whom the decision on granting the refugee status has been passed, with refugee certificate (under the rules set forth by Article 14 of the Law). The relevant notice shall be entered into the Refugee Certificate Log (Annex 26), which serves as the reason for registration with the body of specially authorized executive agency for citizenship and registration of physical persons at the place of residence; and
- withdraw from the refugee status grantee the reference note on person concerning whom the decision was made to process the documents necessary for granting the refugee status. The relevant entry shall be made in the Registration Log for note about person concerning whom the decision was made to process the documents necessary for granting the refugee status (Annex 15).

6.3. Should the annual validity period of the refugee certificate be terminated, given the circumstances under which the person was granted the refugee status, and pursuant to Article 1 of the Law, the migration body shall:

- reregister the refugee; and
- extend the validity period of the refugee certificate with the relevant entry made into the Refugee Certificate Log.

6.4. Should a refugee status grantee in Ukraine being 16 and more years old or legal representative of the child separated from family apply to the migration body with the request to obtain the departure travel documents, the body shall give the indicated document in manner stipulated by the laws of Ukraine. The appropriate entry shall be made in the Departure Travel Documents Log (Annex 27).

6.5. While obtaining the decision of the State Committee for Nationalities and Migration of Ukraine on rejection to grant the refugee status, the migration body shall:

- mail or hand out within seven business days the written notification to the person a subject to the decision, explaining the reasons of rejection and appeal procedure against the decision (Annex 28). The relevant data shall be entered into the Notifications Log (Annex 18);
- withdraw the reference note about the person concerning whom the decision was passed on processing of the documents necessary for granting the refugee status. The appropriate entry shall be made into the Registration Log for reference notes about person concerning whom the decision was made to process the documents necessary for granting the refugee status (Annex 15);
- mail within three business days the relevant information to the appropriate body of interior, body of specially authorized central executive agency for citizenship and registration of physical persons (Annex 29); and
- return the national passport and other documents kept safe with the migration body to their owner. The relevant receipt shall be documented in this case.

## **7. Registration of forfeiture and withdrawal of the refugee status**

7.1. To commence the registration procedure of forfeiture or withdrawal of the refugee status, the migration body should receive the following documents:

- application of the refugee status grantee in Ukraine about the refugee status forfeiture;
- solicitation of the body of interior, State Security of Ukraine or other government institution on forfeiture of the refugee status in Ukraine; and
- solicitation of the body of interior, State Security of Ukraine, or other government institution on withdrawal of the refugee status in Ukraine.

7.2. Should the migration body receive the indicated solicitations, it should register them with the Solicitation Log (Annex 30) and attach to the personal file, after which the migration body shall furnish the State Committee for Nationalities and Migration of Ukraine with the statement about the forfeiture (withdrawal) of the refugee status (Annex 31) with reference to the personal application of the refugee status grantee in Ukraine, or relevant solicitation of the body of interior, State Security or other government institution. This statement, given the sufficient reasons specified in Parts 1 - 4 of Article 15 of the Law, may be made by the migration body on its own initiative. The personal file and documents that prove the reasons for forfeiture or withdrawal of the refugee status shall be attached to the statement.

7.3. While considering the migration body statement on forfeiture or withdrawal of the refugee status in Ukraine, the State Committee for Nationalities and Migration of Ukraine:

- may demand from the migration body any additional information necessary for taking the decision;
- may submit relevant requests to the Ministry of Interior, Ministry of Foreign Affairs, State Security, as well as other government bodies and local authorities, public unions, should there be any doubts regarding the reliability of information presented in the statement;
- passes a decision on forfeiture or withdrawal of the refugee status, or lack of reasons for forfeiture or withdrawal of the refugee status (Annex 32); and
- mails within three business days the decision on forfeiture or withdrawal of the refugee status, or lack of reasons for forfeiture or withdrawal of the refugee status in addition to the personal file to the migration body at the person's place of residence.

The statements on forfeiture or withdrawal of the refugee status, documents received or prepared during the statement review shall be attached to the refugee's personal file.

7.4. When the decision of the State Committee for Nationalities and Migration of Ukraine on forfeiture or withdrawal of the refugee status is received, the migration body shall:

- mail or hand out, within seven business days following the receipt of the decision, to the person a written notification stating the reasons of the decision and explaining the appeal procedure (Annex 33). The appropriate entry shall be made into the Notifications Log (Annex 18);



- return the national passport and other documents kept safe with the migration body to their owner. The relevant receipt should be documented in this case;
- withdraw or invalidate the refugee certificate and the departure transport document of the refugee. The procedure shall be documented under injunction of the migration body head (Annex 34) with appropriate entry made in the Refugee Certificate Log (Annex 26) and Departure Travel Documents Log (Annex 27); and
- mail within three business days the relevant information on withdrawal or invalidation of the refugee certificate and departure travel document of the refugee (Annex 35) to the body of interior at the place of residence and to the body of specially authorized central executive agency for citizenship and registration of physical persons.

## **8. Consideration of appeals against the refugee status decisions**

8.1. In case the migration body passes the rejection decision for granting the refugee status or rejects to process the documents necessary for granting the refugee status, and the appropriate appeal is submitted to the State Committee for Nationalities and Migration of Ukraine, the latter shall:

- register the appeal;
- provide the person (concerning whom one of the afore indicated appeals was submitted) with the reference note about the appeal accepted for consideration. The Committee shall communicate the note to the relevant migration body and the body officer shall make an appropriate entry into the Log for reference notes on accepting claims for consideration (Annex 37);
- obtain the applicant's personal file from the migration body;
- consider the appeal at the presence of the person or his/her legal representative (upon their request) and pass the appropriate decision within terms specified by Article 16 of the Law (Annex 38); and
- communicate the decision regarding the appeal in addition to the applicant's personal file to the relevant migration body.

Should the State Committee for Nationalities and Migration of Ukraine pass a decision on appeal's rejection, the migration body after the decision is received shall withdraw from the person the reference note on accepting the appeal for consideration and the appropriate entry shall be made into the Log for reference notes on accepting claims for consideration (Annex 37).

8.2. Should the court appeal the migration body's refusal to accept the application on granting the refugee status, or refusal to process documents necessary for granting the refugee status, the migration body shall provide the person with a reference note on appealing to the court. The appropriate entry shall be made in the Log for reference notes on appeals to the court (Annex 39).

8.3. In case the State Committee for Nationalities and Migration of Ukraine or court positively resolve the appeal against the rejection to accept the application on granting the refugee status, or process the documents necessary for granting the refugee status, the migration body shall:

- pass within seven business days following the day when the decision became valid, the determination on processing the documents necessary for granting the refugee status, which is documented by the injunction of the migration body head;
- withdraw the reference note on accepting the claim for consideration or reference note on appeal to the court. The appropriate entry shall be made in the Log for reference notes on accepting claims for consideration (Annex 37); and
- provide the applicant with the note on submission of application on granting the refugee status or note about the person, concerning whom the decision on processing the documents necessary for granting the refugee status was passed. The appropriate entry shall be made in the Registration Log for issuing the reference notes on submitted refugee status applications (Annex 10), or Registration Log for reference note about person concerning whom the decision on processing the documents necessary for granting the refugee status was passed (Annex 15).

8.4. Should the court appeal a decision of the State Committee for Nationalities and Migration of Ukraine on rejecting the denial claim about accepting the application for granting the refugee status, or rejection to grant the refugee status, forfeiture or withdrawal of the refugee status juridically, the State Committee for Nationalities and Migration of Ukraine shall:

- provide the person concerning whom one the afore indicated decisions is appealed with the reference note about person's appeal to the court. The Committee shall transfer the note through the appropriate migration on its instruction (Annex 40), and the migration body officer shall make an appropriate entry in the Log for reference notes on appeals to the court (Annex 39);
- pass within seven business days following the receipt of the court positive judgement that became valid, the appropriate decision and notify the migration body about the decision.

Should the court refuse to satisfy the claim against the appropriate decision of the State Nationalities and Migration of Ukraine or migration body, the latter shall within seven business days following the receipt of the court judgement that became valid or instruction of the State Committee withdraw the reference note about appealing to the court, and appropriate entry shall be made in the Log for reference notes on appeals to the court (Annex 39).

In all cases concerning refusal to satisfy the claims against the refugee status decisions, the migration body shall transfer the relevant information to the body of interior at the person's place of residence, body of specially authorized central executive agency on citizenship and registration of physical persons. The information shall be communicated after the rejection decision to satisfy the claim enters into force.

All notes specified in this item, which are communicated to the person who appeals the relevant decision, shall be the reason for registration of the applicant during the appeal consideration period in appropriate manner with the body of specially authorized central executive agency on citizenship and registration of physical persons at the place of residence.

Deputy Head of Refugees and Migration Department

A. P. Prokofyev

Seal of the local migration body  
Location

**Annex 1**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**Registration Log  
of persons willing to submit the refugee status application**

Sequence number  
Date  
First, patronymic, family name  
Date of entry into Ukraine  
Legitimacy of crossing the state border  
Sex  
Day, month and year of birth  
Citizenship/allegiance  
Country of stay  
Address in Ukraine  
Documents available  
Number and date of the injunction of migration body head, which allows to accept the application for review (denies to accept the application for review)  
Number and date of notification  
Personal signature/signature of legal representative  
Legal representative data  
1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14

Deputy Head of Refugees and Migration Department

A. P. Prokofyev

The face side

Seal of the local migration body  
Location

**Annex 2**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**Refugee Status Application**

Date \_\_\_\_\_ " \_\_\_\_ " 2002.

N \_\_\_\_\_

Grant me \_\_\_\_\_  
(First, patronymic and family name)

\_\_\_\_\_

the refugee status, since \_\_\_\_\_  
(indicate the reasons for granting the refugee status)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reverse side

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Family members: husband/wife \_\_\_\_\_

Children under 18 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Passport: Serial No \_\_\_\_\_ No \_\_\_\_\_,  
(if available)

issued (indicate body of issue and date of issue) \_\_\_\_\_

Citizenship/allegiance \_\_\_\_\_

Country of stay \_\_\_\_\_

Address of residence in Ukraine \_\_\_\_\_

\_\_\_\_\_

Permission for staying in Ukraine and its validity period \_\_\_\_\_

\_\_\_\_\_

Applicant's signature \_\_\_\_\_ " \_\_\_\_ " 200\_.

Legal representative signature \_\_\_\_\_ " \_\_\_\_ " 200\_.

Interpreter's signature \_\_\_\_\_ " \_\_\_\_ " 200\_.

Appendix. List of documents attached (paragraph seven Article 11 of the Law of Ukraine "On Refugees")

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accepted for review on \_\_\_\_\_ " \_\_\_\_ " 200\_

\_\_\_\_\_

Last name, position and signature of the migration body officer

**Annex 3**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**Migration body details**

**INJUNCTION**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_.

N \_\_\_\_\_

**On permission or rejection to accept the refugee status application**

Pursuant to Article 9 of the Law of Ukraine "On Refugees",  
I shall hereby DECREE

Head of the migration body

\_\_\_\_\_  
(Signature)

Place for seal

Seal of the local migration body  
Location





**Annex 5**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**QUESTIONNAIRE  
Of person who submitted the refugee status application**

Photo  
40 x 60 mm

File Number \_\_\_\_\_  
Application registration number \_\_\_\_\_  
Date of registration \_\_\_\_\_

**1. APPLICANT'S DETAILS**

1.1. Family name \_\_\_\_\_

1.1.1. If there was any other family name, please indicate (women should indicate their maiden name)

\_\_\_\_\_

1.2. First name (s) \_\_\_\_\_

1.2.1. If there was any other, please indicate \_\_\_\_\_

\_\_\_\_\_

1.3. Patronymic name \_\_\_\_\_

1.4. Sex: male/female \_\_\_\_\_

1.4.1. If it was changed, indicate place and time \_\_\_\_\_

\_\_\_\_\_

1.5. Date of birth (day, month, year) \_\_\_\_\_

1.6. Place of birth (country, province/region, district, city, village, township)

\_\_\_\_\_

\_\_\_\_\_

1.7. Citizenship/allegiance \_\_\_\_\_

1.7.1. Country of stay \_\_\_\_\_

1.8. Address of residence in Ukraine \_\_\_\_\_

\_\_\_\_\_

1.9. Country of departure (address of residence till the departure) \_\_\_\_\_  
\_\_\_\_\_

1.10. Nationality \_\_\_\_\_

1.11. Religion \_\_\_\_\_

1.12. What identification documents do you have with you (birth certificate, national passport, foreign passport, service passport, diplomatic passport, letter of identification, ID card, etc.)

Sequence number

Name of document

Serial number, number

Issued by

Date of issue

Valid till

Notes

Reverse side

1.13. Marital status: \_\_\_\_\_

1.14. Family members attending the applicant:

First name(s), patronymic name, family name

Relation degree

Day, month, year and place of birth

1.14.1. Non-adult persons under 18 years old with the applicant as a legal representative:

First name(s), patronymic name, family name

Relation degree

Day, month, year and place of birth

Document (serial number, number, date of issue) that proves the fact

1.14.2. Disabled persons that are under the applicant's guardianship:

First name(s), patronymic name, family name

Relation degree

Day, month, year and place of birth

Document (serial number, number, date of issue) that proves the fact

1.15. Family members who are not accompanying the applicant:

First name(s), patronymic name, family name

Relation degree

Day, month, year and place of birth

Address of permanent residence

1.16. Education:

Names of educational institutions (starting from school years)

Address and location

Years of study

Education document (number, qualification, profession) if available

Face side

1.17. What is your native language? \_\_\_\_\_

1.17.1. What languages do you speak (excellent, good, poor)? \_\_\_\_\_  
\_\_\_\_\_

1.18. What has been your occupation for the last 10 years?

Name of enterprise (establishment)

Address and location

Position

Employment period

1.18.1. If you did not work, indicate the reasons \_\_\_\_\_  
\_\_\_\_\_

1.18.2. Do you work now? If so, indicate the place, occupation and since what time  
\_\_\_\_\_  
\_\_\_\_\_

1.19. Did you have pulmonary tuberculosis, bone tuberculosis, or any infectious disease? If so, name them.

\_\_\_\_\_  
\_\_\_\_\_

1.20. Do you have any diseases now? \_\_\_\_\_

1.21. What are your AIDS test results \_\_\_\_\_

## 2. DEPARTURE FROM THE LAST COUNTRY OF STAY

2.1. When did you leave the country of permanent residence? \_\_\_\_\_

2.2. Did you have the official permit for departure? \_\_\_\_\_

2.3. What transport did you use for departure? \_\_\_\_\_

2.4. What countries and towns did you pass through? \_\_\_\_\_

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2.5. How long did you stay in the transit points?

Indicate the place (country)

Indicate the period of staying

2.6. Did you apply for asylum or refugee status in other countries? If so, indicate where and when? \_\_\_\_\_

2.7. If not, indicate why? \_\_\_\_\_

### 3. ENTRY TO UKRAINE

3.1. Date and place of crossing the border of Ukraine \_\_\_\_\_

3.2. What transport did you use to enter Ukraine? \_\_\_\_\_

Reverse side

3.3. How did you cross the border? (secretly, on the basis of the competent permit, visa, invitation, labor contract, etc.) \_\_\_\_\_

3.4. What document did you use to enter the country? \_\_\_\_\_

3.5. On what grounds do you stay in Ukraine? (visa, refugee status, illegally, etc.) \_\_\_\_\_

3.6. Have you applied for the refugee status in other regions of Ukraine?

Migration body

Date of appeal

Decision made

### 4. REASONS FOR DEPARTURE FROM THE COUNTRY OF STAY

4.1. State in details the reasons for departure from the last country of stay (giving the facts of violence or persecution against you or members of your family) or real threat of persecution under the conditions envisaged by Article 1 of the Law of Ukraine "On Refugees". Please

submit the documents that prove the facts).

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4.2. List the political, religious, military or public organizations in the country of permanent residence, where you or members of your family were members of

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4.3. Describe your activity in these organizations \_\_\_\_\_

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4.4. Have you ever been involved in the physical violence incidents, which were related to your race, nationality, religion, political views, etc.? If so, describe the incidents' nature and your role in them

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4.5. Have you been a subject to administrative actions (detention, arrest)? If so, state the reasons, dates and place

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---

4.6. Have you been on the criminal record? If so, please indicate: \_\_\_\_\_

4.6.1. Nature and qualification of offence \_\_\_\_\_

4.6.2. Imposed sentence, type of punishment \_\_\_\_\_

---

4.6.3. Length of imprisonment (under court sentence, actually served time)

---

4.6.4. Place of sentence \_\_\_\_\_

Face side

4.7. Have you served in the army? \_\_\_\_\_

Are you liable for military service? \_\_\_\_\_

Are you not liable for military service? \_\_\_\_\_

4.7.1. Your military rank \_\_\_\_\_

4.7.2. If you have not served, explain why? \_\_\_\_\_

\_\_\_\_\_

4.7.3. Did you serve in the army of the country of last permanent residence on the draft or contract basis at the moment of departure? \_\_\_\_\_

Your military rank \_\_\_\_\_

4.7.4. Did the army you served in participate in combat operations at the moment of your departure? If so, indicate please \_\_\_\_\_

## 5. ADDITIONAL INFORMATION

State everything you consider important for granting the refugee status, if these statements are not part of the principal content of the questionnaire

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ " \_\_\_\_ " 200\_

signature of applicant

Date \_\_\_\_\_ " \_\_\_\_ " 200\_

Family name and signature of legal representative

Seal of the local migration body  
Location

## **Annex 6**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

### **Refugee Status Application Log**

Sequence number, data  
First, patronymic and family name  
Day, month, year of birth  
Citizenship/allegiance  
Address of permanent residence in Ukraine  
Registration number of personal file

Notes

- 1
- 2
- 3
- 4
- 5
- 6
- 7

Face side

Seal of the local migration body  
Location



## **Annex 7**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

Familiarization Protocol  
on passing the application decision, rights and obligations of person  
concerning whom the decision was taken to process the documents,  
which are necessary for granting the refugee status

Pursuant to Article 11 of the law of Ukraine "On Refugees", Mr., Mrs.

---

(full name)

---

was familiarized with the procedure of passing the decision on his/her application, rights and obligations of a person concerning whom the decision was passed on processing the documents, which are necessary for granting the refugee status.

Given this:

"The migration body that received the application of a foreigner or stateless person on granting the refugee status, shall provide the applicant with the reference note on refugee status application, submitted by the indicated person, within three business days following the registration date, interview the applicant, appreciate the data stated in the questionnaire, other documents and pass a positive or negative decision on processing the documents, which are necessary for granting the refugee status.

The child separated from his/her parents shall be interviewed at the presence of legal representative, who submitted the refugee status application on behalf of the child, psychologist or pedagogical worker. At the request of the legal representative of the child separated from the parents, the attorney shall be present during the interview with the child.

In case of positive decision on processing the documents, which are necessary for granting the refugee status, the migration body shall provide the applicant with the reference note on person concerning whom a decision was passed to process the documents necessary for granting the refugee status, which serves as a ground for registration with the body of specially authorized central executive agency for citizenship and registration of physical persons.

After the reference note on person concerning whom a decision was passed to process the documents necessary for granting the refugee status was received, the person, who submitted the refugee status application, shall return the reference note on submitting the refugee status application, his/her national passport or any other identification document as well as documents which can prove the conditions for obtaining the refugee status, and obtain the appropriate notice of receipt.

The review of application on granting the refugee status under relevant solicitation of the applicant may be terminated.

The person, concerning whom the decision was passed to process the documents necessary for granting the refugee status, shall have the right to:

Temporary employment, training, medical service in manner set forth by the Ukrainian legislation;

Stay with the relatives, in a hotel, leased living quarters, or lodging provided in the temporary refugee accommodation point; and

Legal redress.

Reverse side

The person concerning whom the decision was passed to process the documents necessary for granting the refugee status shall be obliged to:

provide the appropriate migration body with the information necessary for granting the refugee status;

leave for the place of temporary residence, in case the special assignment is received from the migration body, and within three business days get registered with the relevant body of the specially authorized central executive agency for citizenship and registration of physical persons;

pass the medical examination at the migration body request;

present himself to the appropriate migration body at the appointed time;

inform the migration body which received the application about all departures outside the political subdivision of Ukraine, which is within the powers of the local migration body".

Date \_\_\_\_\_ " \_\_\_\_ " 200\_.

\_\_\_\_\_  
personal signature

Date \_\_\_\_\_ " \_\_\_\_ " 200\_.

\_\_\_\_\_  
signature of legal representative (if any)

Date \_\_\_\_\_ " \_\_\_\_ " 200\_.

\_\_\_\_\_  
signature of interpreter (if any)

Face side

Seal of the local migration body

Location

**Annex 8**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

REGISTRATION LIST  
On person who submitted the application  
for granting the refugee status

Photo  
40 x 60 mm

File No \_\_\_\_\_  
Date of registration \_\_\_\_\_

1. APPLICANT'S DETAILS

1.1. Family name \_\_\_\_\_

1.1.1. If there was any other family name, please indicate (women should indicate their maiden name)

\_\_\_\_\_

1.2. First name (s) \_\_\_\_\_

1.2.1. If there was any other, please indicate \_\_\_\_\_

\_\_\_\_\_

1.3. Patronymic name \_\_\_\_\_

1.4. Sex: male/female \_\_\_\_\_

1.4.1. If it was changed, indicate the place and time of change \_\_\_\_\_

\_\_\_\_\_

1.5. Date of birth (day, month, year) \_\_\_\_\_

1.6. Place of birth (country, province/region, district, city, village, township)

\_\_\_\_\_

\_\_\_\_\_

1.7. Citizenship/allegiance \_\_\_\_\_

1.8. Country of stay, civilian membership (citizenship) \_\_\_\_\_

1.9. Address of residence in Ukraine \_\_\_\_\_

\_\_\_\_\_

1.10. Country of departure (address of residence till the departure) \_\_\_\_\_

\_\_\_\_\_

Nationality \_\_\_\_\_

1.11. Religion \_\_\_\_\_

1.12. What identification documents do you have with you:

1. Birth certificate,
2. National passport,
3. UNHCR transport document,
4. Red Cross Transport document,
5. Driving license,
6. Other documents \_\_\_\_\_.

1.13. Marital status:

1. Single.
2. Married.
3. Widow(er).
4. Divorced.

1.14. Family composition (number of persons) \_\_\_\_\_

1.15. Number of non-adults under 18 years \_\_\_\_\_

Reverse side

1.15.1. Are you a guardian?

1. Yes
2. No

1.16. How many members of the applicant's family remained in the country of departure \_\_\_\_\_

1.17. Education:

1. No education.
5. Specialized secondary education.
2. Elementary education.
6. Incomplete higher education.
3. Secondary education.
7. Higher education (University degree).
4. Vocational technical training.
8. Academic degree.

1.18. List your professions \_\_\_\_\_

---

1.19. What languages do you speak (excellent, good, poor)?

\_\_\_\_\_

1.19.1. What is your native language? \_\_\_\_\_

1.20. What has been your occupation during last 10 years? \_\_\_\_\_

Name of enterprise (entity)

Position

1.21. Do you work now? If so, where, what is your occupation, and since what time?

\_\_\_\_\_

1.22. Did you have:

1. pulmonary tuberculosis \_\_\_\_\_

2. bone tuberculosis \_\_\_\_\_

3. infectious diseases \_\_\_\_\_

1.23. Do you have any diseases now? \_\_\_\_\_

1.24. What are your AIDS test results:

1. Positive.

2. Negative.

## 2. DEPARTURE FROM THE LAST COUNTRY OF STAY

2.1. Date of departure outside the last country of stay \_\_\_\_\_

2.2. Did you have the official permit for departure?

1. Yes

2. No

2.3. Did you apply for the refugee status in other countries?

1. Yes

2. No

## 3. ENTRY TO UKRAINE

3.1. Date and place of crossing the border \_\_\_\_\_

3.2. What transport was used:

1. Train.

3. Water transport.

2. Air transport.

4. Motor transport.

5. Other types

3.3. You crossed the border:

1. Secretly .
2. On the basis of the competent permit.
3. On the basis of invitation.
4. On the basis of the labor contract.
5. Other ways \_\_\_\_\_.

Face side

3.4. What documents did you use:

1. Passport.
2. Other documents \_\_\_\_\_.

3.5. What grounds do you stay in Ukraine on:

1. Tourist visa.
2. Long-term visa.
3. Refugee status.
4. Illegally.
5. Other grounds \_\_\_\_\_.

3.6. Where do you stay in Ukraine:

1. No place of living.
2. With relatives.
3. With friends.
4. In the hotel.
5. In rented house.
6. In dormitory.

3.7. After your arrival did you get registered with the embassy, consulate or other representative office of the country of your citizenship (or last country of stay)?

1. Yes
2. No

3.8. Given the appropriate conditions, do you have an intention to return back to the country of stay?

1. Yes
2. No

3.9. Have you passed the procedure of obtaining the refugee status in Ukraine?

Migration body

Date of appeal

Decision passed

4. REASONS FOR DEPARTURE FROM THE LAST COUNTRY OF STAY

4.1. Reasons for departure from the last country of stay:

1. Family/personal.
4. Religious.
2. Political.

- 5. Ecological.
- 3. Ethnical.
- 6. Other reasons \_\_\_\_\_.

4.1.1. Are there any documents proving the facts of persecution or threat of persecution in respect to the applicant:

- 1. Yes
- 2. No

4.2. Have you been a member of:

- 1. Political organizations.
- 3. Military organizations.
- 2. Religious organizations.
- 4. Public organizations.

4.3. Have you ever been involved in the physical violence incidents, which were related to your race, nationality, religion, political views, etc.?

- 1. Yes
- 2. No

Reverse side

4.4. Have you been a subject to administrative actions?

- 1. Yes
- 2. No

4.5. Have you been on a criminal record?

- 1. Yes
- 2. No

4.6. Have you served in the army? \_\_\_\_\_

- 1. Are you liable for military service? \_\_\_\_\_
- 2. Are you not liable for military service? \_\_\_\_\_

4.6.1. If you are liable for military service:

- 1. Have you served your active duty? \_\_\_\_\_
- 2. Have you failed to serve your active duty? \_\_\_\_\_

4.6.2. If you served until the date of departure, did the army participate in the combat operations?

- 1. Yes
- 2. No

Date \_\_\_\_\_ " \_\_\_\_ " 200\_.

\_\_\_\_\_  
(name and signature of interviewer)

Seal of the local migration body

Location



**Annex 9**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**LIST**  
**Of documents that constitute the applicant's personal file**

Sequence number  
Name of document and brief description  
Date  
Index/number of document  
Page  
Note

The following number \_\_\_\_\_ of documents have been stitched to file No \_\_\_\_\_

\_\_\_\_\_  
position, family name of person who is in charge of file record \_\_\_\_\_  
signature

Head of the migration body  
\_\_\_\_\_  
signature

*Note:* Documents that must constitute the file shall include photo, application, interview protocol, questionnaire, registration list, familiarization protocol on passing the application decision, rights and obligations of a person concerning whom the decision was passed to grant the refugee status, results of fingerprinting and identification, medical examination conclusion, receipts, conclusions, decisions, injunctions, notifications and reference notes.

Seal of the local migration body  
Location

**Annex 10**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**Registration Log  
for issuing the reference notes on submitted refugee status application**

Sequence number, date  
Note number  
File number  
First name, patronymic name, last name  
Day, month and year of birth  
Citizenship/  
allegiance, country of stay  
Address of residence in Ukraine  
Note extended/  
withdrawn  
Personal signature/  
Signature of legal representative  
Notes  
1  
2  
3  
4  
5  
6  
7  
8  
9  
10

Seal of the local migration body  
Location

**Annex 11**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**PROTOCOL  
of interview**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_.

Case No \_\_\_\_\_

with

\_\_\_\_\_  
(full name, date of birth, citizenship/allegiance, country of permanent residence)

\_\_\_\_\_  
\_\_\_\_\_

who lives at the address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
signature of applicant

\_\_\_\_\_  
full name of legal representative (if any)

\_\_\_\_\_  
signature

\_\_\_\_\_  
full name of migration body officer

\_\_\_\_\_  
signature

\_\_\_\_\_  
full name of interpreter (if any)

\_\_\_\_\_  
signature

\_\_\_\_\_  
full name of psychologist/pedagogical worker(if any)

\_\_\_\_\_  
signature

\_\_\_\_\_  
full name of attorney (if any)

\_\_\_\_\_  
signature

Seal of the local migration body

Location

**Annex 12**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**CONFIDENTIALITY STATEMENT**  
**Of interpreter on non-disclosure of data included in the applicant's personal file**

I, \_\_\_\_\_  
(first name, patronymic name and family name)

bind myself to preserving confidentiality and not disclosing the information that will be  
obtained during the interview and familiarization with the documents of Mr., or Mrs.

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ " \_\_\_\_ " 200\_.

\_\_\_\_\_  
(signature)

Seal of the local migration body  
Location

**Annex 13**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**CONCLUSION**

**Of the officer on passing the positive or negative decision concerning the processing of  
the documents which are necessary for granting the refugee status**

Considering the case No \_\_\_\_\_ of applicant \_\_\_\_\_

\_\_\_\_\_  
(citizenship/allegiance, country of stay)

who submitted the application for granting the refugee status, I, \_\_\_\_\_

\_\_\_\_\_  
(position, full name of the officer who is in charge of the case)

given the following \_\_\_\_\_  
(grounds for passing the decision)

believe it expedient to pass the decision on: \_\_\_\_\_

\_\_\_\_\_  
(process/reject to process the documents, necessary to grant the refugee status)

Date \_\_\_\_\_ " \_\_\_\_ " 200\_.

\_\_\_\_\_  
(signature of officer in charge of the case)

**Annex 14**  
to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

Migration body details

**INJUNCTION**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_ .  
Number \_\_\_\_\_

On processing of (rejection to process) the documents which are necessary for granting the  
refugee status

Pursuant to paragraph three Article 12 of the Law of Ukraine "On Refugees" I shall hereby  
DECREE:

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---

Head of the migration body

\_\_\_\_\_  
(signature)

Place for seal

Seal of the local migration body  
Location

**Annex 15**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**Registration Log**  
**for reference notes on person concerning whom the decision on processing the**  
**documents necessary for granting the refugee status was passed**

Sequence number(N з/п), date  
Note number  
Registration number of personal file  
First name, patronymic name, family name  
Day, month, year of birth  
Country of stay/  
citizenship (allegiance)  
Address of residence in Ukraine  
Term of validity for reference note in Ukraine  
The note is extended/withdrawn  
Personal signature/  
Signature of legal representative  
Notes  
1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11

Seal of the local migration body  
Location

**Annex 16**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**RECEIPT**

Issued to \_\_\_\_\_  
(full name)

confirming that \_\_\_\_\_  
(name of the migration body)

received on \_\_\_\_\_ " \_\_\_\_ " 200\_ from Mr. (Mrs.) \_\_\_\_\_ for safekeeping  
(full name)

the following documents:

Name of the document  
Original or second copy  
Number of copies

Head of the migration body  
\_\_\_\_\_  
(signature)

Place for seal

Seal of the local migration body  
Location



**Annex 17**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

Body of Interior  
State Committee for Nationalities and Migration of Ukraine

**NOTIFICATION**  
**On rejection to process the documents**  
**necessary for granting the refugee status**

Please be informed that pursuant to paragraph seven, Article 12 of the Law of Ukraine "On Refugees"

Mr.(Mrs.) \_\_\_\_\_  
(full name, date of birth, citizenship/allegiance, country of stay)  
\_\_\_\_\_

living at the address: \_\_\_\_\_

has been refused to process the documents necessary for granting the refugee status.

Reason: Injunction No \_\_\_\_\_ as of \_\_\_\_\_ " \_\_\_\_ " 200\_.

Head of the migration body

\_\_\_\_\_  
(signature)

Place for seal

Seal of the local migration body  
Location

**Annex 18**  
to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**Notifications Log**

Sequence number, date  
Address  
Content of notification  
Registration number of personal file  
Personal signature, signature of legal representative  
Notes  
1  
2  
3  
4  
5  
6

Seal of the local migration body  
Location

**Annex 19**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

To \_\_\_\_\_  
(addressee)

**NOTIFICATION**  
**On rejection to process the documents**  
**necessary for granting the refugee status**

Pursuant to paragraph seven, Article 12 of the Law of Ukraine "On Refugees", please be informed that:

You \_\_\_\_\_,  
(full name)

have been refused to process the documents necessary for granting the refugee status.

Pursuant to Article 16 of the Law of Ukraine "On Refugees", you have the right to appeal the rejection decision on processing the documents necessary for granting the refugee status in the State Committee for Nationalities and Migration or court in manner stipulated by the Ukrainian legislation.

The person who has not enjoyed the right to appeal the decision shall be obliged to leave the territory of Ukraine within the established period, unless he/she has any other grounds for staying in Ukraine.

Head of the migration body

\_\_\_\_\_  
(signature)

Place for seal

Seal of the local migration body  
Location

**Annex 20**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

To \_\_\_\_\_  
(addressee)

**LETTER OF INQUIRY**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_.  
No \_\_\_\_\_

Please investigate the circumstances that fail to serve as a reason for granting the refugee status to Mr. (Mrs.) \_\_\_\_\_

\_\_\_\_\_  
(full name, citizenship/allegiance, country of stay)

who \_\_\_\_\_

and submitted the application for granting the refugee status.

Case Number \_\_\_\_\_

List of documents attached:

Head of the migration body

\_\_\_\_\_  
(signature)

Place for seal

Seal of the local migration body  
Location

**Annex 21**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(addressee)

**IDENTIFICATION ASSIGNMENT (REFERRAL)**

Please identify Mr.(Mrs.) \_\_\_\_\_  
\_\_\_\_\_,  
(full name, citizenship/allegiance, country of stay)

residing at the address: \_\_\_\_\_  
\_\_\_\_\_

who submitted the application for granting the refugee status and ascertain the validity of his/her documents.

Case Number \_\_\_\_\_

List of documents attached:

Head of migration body

\_\_\_\_\_  
(signature)

Place for seal

Seal of the local migration body  
Location

**Annex 22**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

To \_\_\_\_\_  
(addressee)

**REFERRAL TO MEDICAL EXAMINATION**

The citizen of \_\_\_\_\_  
(citizenship/allegiance, country of stay)

First name, patronymic name, family name \_\_\_\_\_

Day, month, year of birth \_\_\_\_\_

Address of residence: \_\_\_\_\_

Case Number \_\_\_\_\_

Head of migration body

\_\_\_\_\_  
(signature)

Place for seal

\_\_\_\_\_  
tear off here

**INFO ABOUT THE PERSON WHO PASSED THE MEDICAL EXAMINATION**

The citizen of \_\_\_\_\_  
(county of permanent residence, citizenship/allegiance)

First name, patronymic name, family name \_\_\_\_\_

Day, month, year of birth \_\_\_\_\_

\_\_\_\_\_ " \_\_\_\_ " 200\_.

\_\_\_\_\_  
(signature of medical worker)

Seal of medical institution

Seal of the local migration body

Location

**Annex 23**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**CONCLUSION**  
**Of migration body on granting or rejection of the refugee status**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_ .  
Case Number \_\_\_\_\_

Given the results of file review of Mr. (Mrs.) \_\_\_\_\_  
(first name, patronymic name, family name)

\_\_\_\_\_  
\_\_\_\_\_  
(citizenship/allegiance, country of stay)  
\_\_\_\_\_

who submitted the application for granting the refugee status, in line with: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We believe it expedient to \_\_\_\_\_  
(grant the refugee status/reject the refugee status)

to Mr. (Mrs.) \_\_\_\_\_  
(first name, patronymic name, family name)

Head of migration body

\_\_\_\_\_  
(signature)

Place for seal

Seal of the local migration body  
Location

**Annex 24**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

To the head of the migration body

**Request  
On extension of the refugee status application review**

I, the undersigned \_\_\_\_\_,  
(first name, patronymic name, family name, position)

consider it necessary to extend the review period of the refugee status application submitted  
by Mr. (Mrs.) \_\_\_\_\_  
(first name, patronymic name, family name)

\_\_\_\_\_  
(citizenship/allegiance, country of permanent residence)

that resides at the address : \_\_\_\_\_,

Case No \_\_\_\_\_, in conjunction with \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ " \_\_\_\_ " 200\_.

\_\_\_\_\_  
(signature of application reviewer)



**Annex 25**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

Details of the State Committee for Nationalities and Migration of Ukraine

**DECISION**  
**On granting the refugee status**  
**(rejection to grant the refugee status)**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_ .  
Number \_\_\_\_\_

Pursuant to paragraph two, Article 1 of the Law of Ukraine "On Refugees" and based on the review results of personal file No \_\_\_\_\_

\_\_\_\_\_  
(full name, citizenship/allegiance, country of stay)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(indicate the circumstances)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The State Committee for Nationalities and Migration of Ukraine has passed the following  
DECISION:

\_\_\_\_\_

\_\_\_\_\_  
(position)

\_\_\_\_\_  
(signature)

Place for seal

Seal of the local migration body  
Location

**Annex 26**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**REFUGEE CERTIFICATE LOG**

Sequence number  
Registration number of personal file  
Date of issue  
First name, patronymic name, family name  
Citizenship/allegiance, country of stay  
Address of residence in Ukraine  
Number of certificate  
Certificate validity period/  
extension of validity period  
Personal signature  
Notes  
1  
2  
3  
4  
5  
6  
7  
8  
9  
10

Seal of the local migration body  
Location

**Annex 27**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**Departure Travel Documents Log**

Sequence number  
Registration number of personal file  
Date of issue  
First name, patronymic name, family name  
Citizenship/allegiance, country of stay  
Address of residence in Ukraine  
Number of departure travel document  
Validity period of travel document  
Personal signature  
Notes  
1  
2  
3  
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Seal of the local migration body  
Location

**Annex 28**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**NOTIFICATION  
On rejection to grant the refugee status**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_\_.  
Number \_\_\_\_\_

Dear Mr. (Mrs.) \_\_\_\_\_  
(first name, patronymic name, family name)  
\_\_\_\_\_

pursuant to Article 10 of the Law of Ukraine "On Refugees" you are rejected to obtain the  
refugee status.

\_\_\_\_\_  
(indicate the reason of denial)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ground: decision of the State Nationalities and Migration Committee of Ukraine No \_\_ as of  
\_\_\_\_\_ " \_\_\_\_ " 200\_\_.

Pursuant to Article 16 of the Law of Ukraine "On Refugees", you have the right to appeal the  
decision in court in manner stipulated by the Ukrainian legislation.

Pursuant to Article 14 of the Law of Ukraine "On Refugees", the person who received the  
notification on rejection to grant the refugee status and did not enjoy his/her right to appeal  
the decision shall be obliged to leave the territory of Ukraine within the established period,  
unless he/she has other legal grounds for staying in Ukraine .

Head of migration body

\_\_\_\_\_  
(signature)

Place for seal

Seal of the local migration body  
Location

**Annex 29**

to Temporary Instruction  
On completing documents necessary for  
delegation, forfeiture and withdrawal of refugee status

To \_\_\_\_\_  
(addressee)

**NOTIFICATION  
Of rejection to grant the refugee status**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_ .  
Number \_\_\_\_\_

Pursuant to Article 14 of the Law of Ukraine "On Refugees", please be informed that Mr.  
(Mrs.) \_\_\_\_\_

\_\_\_\_\_  
(full name, date of birth, country of stay, citizenship/allegiance)

living at the address: \_\_\_\_\_,

has been rejected to obtain the refugee status.

Grounds: decision of the State Committee for Nationalities and Migration of Ukraine No\_ \_\_\_\_\_  
as of \_\_\_\_\_ " \_\_\_\_ " 200\_

Head of migration body

\_\_\_\_\_  
(signature)

Place for seal

Seal of the local migration body  
Location

**Annex 30**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**Solicitation Log**

Sequence number  
Date  
Received from  
Brief description of the solicitation  
Concerning (Mr., Mrs.)  
Day, month, year of birth  
Country of stay/  
citizenship (allegiance)  
Address of residence in Ukraine  
Registration number of personal file  
Refugee certificate details  
Departure travel documents details  
Notes  
1  
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Seal of local migration body  
Location

**Annex 31**  
to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

State Committee for Nationalities and Migration of Ukraine

**STATEMENT**  
**on the forfeiture (withdrawal) of the refugee status**

Pursuant to Article 15 of the Law of Ukraine "On Refugees" and solicitation \_\_\_\_\_,

Mr., Mrs. \_\_\_\_\_  
(full name, citizenship/allegiance, country of stay)

\_\_\_\_\_

(indicate the circumstances)

has forfeit (has been deprived of) the refugee status.

Case Number \_\_\_\_\_

Appendix: 1. Solicitation of body of Interior, State Security of Ukraine, other state body.

2. Personal application of the refugee status recipient in Ukraine.

Head of migration body

\_\_\_\_\_  
(signature)

Place for seal

**Annex 32**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

Details of the State Committee for Nationalities and Migration of Ukraine

**DECISION**  
**on forfeiture or withdrawal of the refugee status, or lack of reasons for forfeiture or  
withdrawal of the refugee status**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_.  
Number \_\_\_\_\_

Pursuant to Article 15 of the Law of Ukraine "On Refugees", and given the results of review  
of Case No \_\_\_\_\_ of Mr. (Mrs.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(full name, citizenship/allegiance, country of stay)

\_\_\_\_\_

\_\_\_\_\_

(indicate the circumstances)

\_\_\_\_\_

\_\_\_\_\_

The State Committee for Nationalities and Migration of Ukraine passed the following  
DECISION: \_\_\_\_\_

Position

\_\_\_\_\_  
(signature)

Place for seal

Seal of local migration body  
Location



**Annex 33**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**NOTIFICATION**  
**On forfeiture (withdrawal) of the refugee status**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_.  
Number \_\_\_\_\_

Dear Mr. (Mrs.) \_\_\_\_\_,  
(first name, patronymic name, family name)

pursuant to Article 15 of the Law of Ukraine "On Refugees", the State Committee for Nationalities and Migration of Ukraine passed the following decision No\_\_\_\_, as of \_\_\_\_\_ " \_\_\_\_ " 200\_ about

\_\_\_\_\_  
(indicate the reasons for passing the decision)

You have the right to appeal the decision of the State Committee for Nationalities and Migration of Ukraine in court in manner established by the Ukrainian legislation.

Pursuant to Article 15 of the Law of Ukraine "On Refugees", the person who did not exercise the right to appeal the decision on forfeiture or withdrawal of the refugee status shall be obliged to leave the territory of Ukraine within established period, unless he/she has other legal reasons for staying in Ukraine.

Head of migration body

\_\_\_\_\_  
(signature)

Place for seal

**Annex 34**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

Details of the local migration body

**INJUNCTION**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_ .  
Number \_\_\_\_\_

To withdraw the refugee certificate and departure travel document (or invalidate them)

Pursuant to the decision of the State Committee for Nationalities and Migration of Ukraine  
No \_\_\_\_ as of \_\_\_\_\_ " \_\_\_\_ " 200\_ on forfeiture (withdrawal) of the refugee status of Mr.  
(Mrs.) \_\_\_\_\_  
(full name, citizenship/allegiance, country of stay)

I shall hereby DECREE:

To withdraw (or invalidate) the refugee certificate No \_\_\_\_ and departure travel document  
No \_\_\_\_.

Head of migration body

\_\_\_\_\_  
(signature)

Place for seal

Seal of local migration body  
Location

**Annex 35**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

Body of Interior

Body of specially authorized executive agency for citizenship and registration of physical persons

**NOTIFICATION**  
**On forfeiture (withdrawal) of the refugee status**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_.  
Number \_\_\_\_\_

Pursuant to Article 15 of the Law of Ukraine "On Refugees", the State Committee for Nationalities and Migration of Ukraine passed a decision to forfeit (withdraw) the refugee status from Mr. (Mrs.) \_\_\_\_\_

\_\_\_\_\_  
(full name, citizenship/allegiance, country of permanent residence)

\_\_\_\_\_  
(indicate the circumstances)

Pursuant to the injunction of the migration body the refugee certificate No \_\_\_\_\_ and departure travel document No \_\_\_\_\_ have been withdrawn or invalidated.

Head of migration body

\_\_\_\_\_  
(signature)

Place for seal

**Annex 36**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

State Committee for Nationalities and Migration of Ukraine

**INSTRUCTION**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_ .  
Number \_\_\_\_\_

To exercise the requirements of Article 16 of the Law of Ukraine "On Refugees", the State Committee for Nationalities and Migration of Ukraine instructs the migration body (indicate the name of the migration body) to issue the certificate confirming the receipt of the claim for review of Mr. (Mrs.)

\_\_\_\_\_  
(full name, citizenship/allegiance, country of stay)  
\_\_\_\_\_  
\_\_\_\_\_

who applied with the claim against the rejection to receive the refugee status application (claim against rejection to process the documents necessary for granting the refugee status).

Officer

\_\_\_\_\_  
(signature)

Place for seal

Seal of local migration body  
Location

**Annex 37**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**LOG**  
**for reference notes on accepting claims for consideration**

Sequence number,  
Date  
Reference note number  
Registration number of personal file  
First name, patronymic name, family name  
Day, month, year of birth  
Country of stay/  
Citizenship (allegiance)  
Address of residence in Ukraine  
Decision to be appealed  
Extended/  
withdrawn  
Personal signature  
Notes  
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**Annex 38**  
to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

State Committee for Nationalities and Migration of Ukraine

**DECISION**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_ .  
Number \_\_\_\_\_

Pursuant to Article 16 of the Law of Ukraine "On Refugees" and given the review results of  
the Case No \_\_\_\_ of Mr. (Mrs.) \_\_\_\_\_

\_\_\_\_\_  
(full name, citizenship/allegiance, country of stay)

\_\_\_\_\_  
(indicate the circumstances)

The State Committee for Nationalities and Migration of Ukraine has passed the following  
DECISION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position

\_\_\_\_\_  
(signature)

Place for seal

Seal of local migration body  
Location

**Annex 39**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

**LOG**  
**for reference notes on appeals to the court**

Sequence number, date  
Reference note number  
Registration number of personal file  
First name, patronymic name, family name  
Day, month, year of birth  
Country of stay/  
citizenship (allegiance)  
Address of residence in Ukraine  
Decision to be appealed  
Extended/  
withdrawn  
Notes  
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**Annex 40**

to the Temporary Instruction  
on Completing Documents Necessary for  
Delegation, Forfeiture and Withdrawal of Refugee Status

State Committee for Nationalities and Migration of Ukraine

**INSTRUCTION**

Date \_\_\_\_\_ " \_\_\_\_ " 200\_ .  
№ \_\_\_\_\_

Pursuant to Article 16 of the Law of Ukraine "On Refugees", the State Committee for Nationalities and Migration of Ukraine shall instruct the migration body

\_\_\_\_\_  
(specify the name of migration body)

to issue the reference note confirming the appeal to the court by Mr. (Mrs.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(full name, citizenship/allegiance, country of stay)

Officer

\_\_\_\_\_  
(signature)

Place for seal

Deputy Head of Refugees and Migration Department

A. P. Prokofyev