قائمة مصطلحات التوجيه الثقافي - عربي

Cultural Orientation Glossary – Arabic

Table of Contents

[KEY INSTITUTIONS/INSTITUTIONAL TERMS 2](#_Toc47360850)

[PREDEPARTURE ASSISTANCE AND INTERNATIONAL TRAVEL 4](#_Toc47360852)

[TRAVEL/TRANSPORTATION (Domestic) 8](#_Toc47360853)

[ROLE OF THE RESETTLEMENT AGENCY 9](#_Toc47360854)

[COMMUNITY SERVICES/YOUR NEW COMMUNITY 14](#_Toc47360855)

[PUBLIC ASSISTANCE 16](#_Toc47360856)

[HOUSING 17](#_Toc47360857)

[HEALTH/HYGIENE 20](#_Toc47360858)

[EDUCATION/LEARNING ENGLISH 24](#_Toc47360859)

[EMPLOYMENT 26](#_Toc47360860)

[RIGHTS AND RESPONSIBILITIES 31](#_Toc47360861)

[U.S. LAWS 32](#_Toc47360862)

[CULTURAL ADJUSTMENT 42](#_Toc47360863)

[SAFETY 45](#_Toc47360864)

[BUDGETING AND PERSONAL FINANCE 47](#_Toc47360865)

قائمة مصطلحات التوجيه الثقافي - عربي

Cultural Orientation Glossary - Arabic

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Term** | **Definition** | **Arabic** |
| **KEY INSTITUTIONS/INSTITUTIONAL TERMS****المؤسسات الرئيسية/****المصطلحات المؤسسية** | Bureau of Population, Refugees, and Migration (PRM) | The Bureau of Population, Refugees, and Migration (PRM) promotes U.S. interests by providing protection, easing suffering, and resolving the plight of persecuted and forcibly displaced people around the world. | مكتب السكان واللاجئين والهجرة (PRM) |
| Child Protective Service (CPS) | A governmental law enforcement agency in many states of the United States responsible for providing child protection, which includes responding to reports of child abuse or neglect. | خدمة حماية الطفل (CPS) |
| Department of Health and Human Services (HHS) | The United States Department of Health & Human Services (HHS), also known as the Health Department, is a cabinet-level [executive branch](https://en.wikipedia.org/wiki/United_States_federal_executive_departments) department of the U.S. federal government with the goal of protecting the [health](https://en.wikipedia.org/wiki/Health) of all Americans and providing essential human services. | وزارة الصحة والخدمات البشرية (HHS) |
| Department of Homeland Security (DHS) | The United States Department of Homeland Security is a cabinet department of the U.S. federal government with responsibilities in public security, roughly comparable to the interior or home ministries of other countries. | وزارة الأمن الداخلي (DHS) |
| Department of State (DOS) | The United States Department of State, commonly referred to as the State Department, is a federal executive department responsible for carrying out U.S. foreign policy and international relations. | وزارة الخارجية (DOS) |
| International Organization for Migration (IOM) | The International Organization for Migration is an intergovernmental organization that provides services and advice concerning migration to governments and migrants, including internally displaced persons, refugees, and migrant workers. |  المنظمة الدولية للهجرة (IOM) |
| Office of Refugee Resettlement (ORR) | The mission and purpose of the ORR is to assist in the relocation process and provide needed services to individuals granted asylum within the United States. | مكتب إعادة توطين اللاجئين (ORR) |
| Reception and Placement (R&P) Program  | The program of the Department of State that provides newly arrived refugees with the essential services and support needed to begin resettlement in a new community. |  برنامج الإستقبال وتحديد وضع الحالة (R&P) |
| The UN Refugee Agency (UNHCR) | The United Nations High Commissioner for Refugees (UNHCR) is a [United Nations](https://en.wikipedia.org/wiki/United_Nations) agency with the mandate to protect [refugees](https://en.wikipedia.org/wiki/Refugee), forcibly displaced communities and stateless people, and assist in their [voluntary repatriation](https://en.wikipedia.org/wiki/Voluntary_return), local integration or [resettlement to a third country](https://en.wikipedia.org/wiki/Third_country_resettlement).  | المفوضية السامية للأمم المتحدة لشؤون اللاجئين(UNHCR) |
| United States Citizenship and Immigration Services (USCIS) | U.S. Citizenship and Immigration Services is an agency of the United States Department of Homeland Security that administers the country's naturalization and immigration system. | دائرة خدمات الهجرة والجنسية الأمريكية(USCIS) |
|  | U.S. Customs and Border Protection (CBP)/U.S. Immigration Officials | The Agency is charged with regulating and facilitating international trade, collecting import duties, and enforcing U.S. regulations, including trade, [customs](https://en.wikipedia.org/wiki/Customs), and immigration. CBP is one of the largest law enforcement agencies in the United States | الجمارك وحماية الحدود الأمريكية (CBP)/ موظفو الهجرة الأمريكية |
|  | The United States Refugee Admissions Program (USRAP) | A consortium of federal agencies and [nonprofit](https://en.wikipedia.org/wiki/Nonprofit) organizations collaborating overseas and domestically to identify and admit qualified refugees for [resettlement](https://en.wikipedia.org/wiki/Third_country_resettlement) into the [United States](https://en.wikipedia.org/wiki/United_States). | برنامج قبول اللاجئين في الولايات المتحدة (USRAP) |

|  |  |  |  |
| --- | --- | --- | --- |
| PREDEPARTURE ASSISTANCE AND INTERNATIONAL TRAVEL**مساعدة ما قبل المغادرة والسفر الدولي** | Arrival/departure gate | A gate at the airport where passengers can embark or disembark.  | بوابة الوصول/المغادرة |
| Baggage claim | The area in an airport where arriving passengers collect luggage | مكان استلام الأمتعة بالمطار |
| Boarding pass | A document provided by an airline during check-in, giving a passenger permission to board a plane | بطاقة صعود الطائرة |
| Border control  | An inspection by Customs and Border Protection officers upon entering the U.S. | مراقبة الحدود  |
| Cabin pressure  | Conditioned air is pumped into the cabin of an aircraft or spacecraft, in order to create a safe and comfortable environment for passengers and crew flying at high altitudes.  | تهيئة الضغط داخل المقصورة  |
| Check in  | The process whereby passengers are accepted by an airline at the airport prior to travel.  | تسجيل الوصول  |
| Customs Declaration Form  | A form that lists the goods that are being imported or exported when a citizen or visitor enters a country. | نموذج إقرار جمركي  |
| Driving Under the Influence (DUI) / Driving While Intoxicated (DWI) | The act or crime of driving a vehicle while affected by alcohol or drugs. | القيادة تحت تأثير الكحول (DUI)/القيادة في حالة سُكر (DWI) |
| Escalator | A moving staircase transferring people between the floors of a public building. | السلم الكهربائي |
| Exit permit  | A document giving authorization to leave a particular country. | تصريح الخروج  |
| Form I-94 | A form issued by a Customs and Border Protection Officer to visitors entering the United States. | نموذج I-94 |
| Illegal drugs | Drugs which are controlled or restricted by law and which a person is not allowed to own or use.  | العقاقير غير المشروعة |
| Immigration procedures | The procedures one undergoes when entering the U.S. | إجراءات الهجرة |
| Information Desk  | A place in a public building where you can go to get information. | مكتب الاستعلامات  |
| International driver's license | Allows the holder to drive a private vehicle in any country or jurisdiction that recognizes the document. | رخصة قيادة دولية |
| Jet lag | Extreme tiredness and other physical effects felt by a person after a long flight across several time zones. | إرهاق فرق التوقيت في السفر |
| Luggage carousel/belt | A device at an airport that delivers luggage to the passengers at the baggage claim area. | حزام إستلام الأمتعة |
| Meeting point  | A designated place where people meet. | مكان الإلتقاء |
| Port of Entry  | An airport or border crossing where people may enter a country. | ميناء الدخول |
| Prescreening interview | The first step in the USRAP process is a prescreening interview with a Resettlement Support Center, or RSC. | المقابلة الأولية |
| Promissory Note  | A document in which one party promises to pay back a loan. | سند إذني "كمبيالة"  |
| Refugee Travel Document (form I-131) | A document issued by USCIS to refugees resettled in the U.S. The document allows refugees to travel abroad. | وثيقة سفر اللاجئين (نموذج I-131) |
| Resettlement Support Center (RSC) | A center that helps refugees apply for resettlement to the United States. RSCs also manage pre-departure activities, such as Cultural Orientation. | مركز دعم إعادة التوطين (RSC) |
| Security check | A verification of the identity of someone in order to maintain security. | تدقيق أمني |
| Security clearance  | Official government permission for someone to proceed with the immigration process. | موافقة أمنية |
| Travel loan  | A loan given to a refugee to enable them to travel to the U.S. | قرض السفر |

|  |  |  |  |
| --- | --- | --- | --- |
| TRAVEL/TRANSPORTATION (Domestic)**السفر/التنقل الداخلي** | Booster seat | An extra seat or cushion placed on an existing seat for a small child to sit on | مقعد تعزيز |
| Car insurance | A contract between you and the insurance company that protects you against financial loss in the event of an accident or theft. | تأمين السيارة |
| Carpooling  | An arrangement among a group of car owners where each owner in turn drives the others to and from a designated place. | نظام تقاسم استتخدام السيارة |
| Car registration | The registration of a motor vehicle with a local government authority to establish a link between a vehicle and an owner or user of the vehicle. | تسجيل السيارة |
| Crosswalk/Zebra crossing | A marked part of a road where pedestrians have right of way to cross. | معبر المشاة/مكان عبور المشاة |
| Department of Motor Vehicles (DMV) | A government agency that administers vehicle registration and driver licensing. | دائرة تسجيل المركبات الآلية (DMV) |
| Driver’s License | An official document, often plastic and the [size of a credit card](https://en.wikipedia.org/wiki/ISO/IEC_7810#ID-1), permitting a specific individual to operate one or more types of motorized vehicles, such as a motorcycle, car, truck, or bus on a public road. | رخصة قيادة |
| Driving test | An official test of driving competence which must be passed in order to get a driver's license. This test includes the knowledge test. | اختبار قيادة |
| Driving Under the Influence (DUI) / Driving While Intoxicated (DWI) | The act or crime of driving a vehicle while affected by alcohol or drugs. | القيادة تحت تأثير الكحول (DUI)/القيادة في حالة سُكر (DWI) |
| Jaywalking | Crossing or walking in the street or road unlawfully or without regard for approaching traffic. | عبور الطريق بصورة تخالف قواعد المرور |
| Metro/Subway/Light Rail card | A card used to pay fares on subways and/or buses. | بطاقة المترو/مترو الأنفاق/السكك الحديدية الخفيفة |
| Public transportation | Buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public. | وسائل النقل العام |
| State ID | Wallet-sized, state-issued card to be routinely carried and used to verify the identity of holders who do not have drivers’ licenses. | هوية الولاية |
| Ride sharing | An arrangement in which a passenger travels in a private vehicle driven by its owner, for a fee by means of a mobile phone app. | تشارك وسيلة النقل |
| Seat belts | A belt securing a person to prevent injury, especially in a vehicle or a plane. | أحزمة الأمان |
| Texting while driving | The illegal act of using a mobile phone to send text messages (SMS) while driving a car. | كتابة الرسائل النصية أثناء القيادة |

|  |  |  |  |
| --- | --- | --- | --- |
| ROLE OF THERESETTLEMENTAGENCY**دوروكالة إعادةالتوطين** | Case manager/Case worker | An individual at a social service agency who helps refugees get the services they need. | موظف مسؤول الملف |
| Cultural Orientation (CO) | The process of learning about life in the United States. The process begins overseas and continues in the United States. | التوجيه الثقافي (CO) |
| Employment Specialist | An employee of a resettlement agency assisting refugees in how to find suitable employment and access job training opportunities. | أخصائي توظيف |
| Food stamps  | A voucher issued by the government to those on low income, exchangeable for food. | قسائم الطعام/بطاقات الطعام |
| Housing orientation | A process of introducing a refugee to his/her apartment, its appliances, and the procedures of the apartment building. | التوجيه بخصوص السكن |
| Interpretation services | A service that provides interpreters for refugees. | خدمات الترجمة الشفوية |
| Job counseling  | Assistance in looking for employment and job training opportunities. | الإرشاد الوظيفي  |
| Medical check-up/health screening | A physical examination which includes a variety of tests depending on the age, sex, and health of the person. | كشف طبي عام/ فحص صحي |
| Money management  | The process of expense tracking, investing, budgeting, banking and evaluating taxes. | إدارة الأمور المالية  |
| Non-governmental Agency  | Organizations independent of governments that are active in humanitarian, educational, healthcare, human rights, and other areas to effect changes according to their objectives. | وكالة غير حكومية  |
| Reception and placement money  | A one-time sum per refugee to assist with meeting expenses during a refugee’s first few months in the United States.  | أموال الإستقبال |
| Refugee | A refugee as someone who "owing to well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group or political opinion, is outside the country of his nationality and is unable or, owing to such fear, is unwilling to avail himself of the protection of that country; or who, not having a nationality and being outside the country of his former habitual residence, is unable or, owing to such fear, is unwilling to return to it.<https://emergency.unhcr.org/entry/55772/refugee-definition> | لاجئ |
| Refugee Cash Assistance (RCA) | A government program that provides temporary financial assistance for single and married refugees without dependent children. | المساعدة النقدية للاجئين (RCA) |
| Resettlement | The process of settlingpermanently in a country. | إعادة التوطين |
| Resettlement Agency | An agency that delivers the basic Reception and Placement services that refugees receive. The agency may offer additional services. | وكالة إعادة التوطين |
| Rights and responsibilities  | Refers to the set of freedoms and duties that apply to refugees admitted to the USRAP, as well as to the freedoms and duties that apply to every person living in the U.S. | الحقوق والمسؤوليات  |
| Self-sufficiency | Being able to supply one's own needs without external assistance. | الاكتفاء الذاتي  |
| Transportation orientation  | The process of becoming familiar with the public transportation services in your community with the help of the resettlement agency. | توجيهات بخصوص النقل |
| Unaccompanied minor | A child who has been separated from both parents and other relatives and is not being cared for by an adult.  | قاصر غير مصحوب بذويه |
| Vocational training | Training that emphasizes skills and knowledge required for a particular job or a trade. | التدريب المهني |

|  |  |  |  |
| --- | --- | --- | --- |
| COMMUNITY SERVICES/YOUR NEW COMMUNITY**الخدمات المجتمعية/مجتمعك الجديد** | Childcare assistance programs | Assistance to low-income families who need child care due to work, work-related training and/or attending school. | برامج مساعدة رعاية الأطفال |
| Community services | Community services are the services, assistance, goods, and resources available to people in their communities. These services may be provided free of charge or at a very low cost by the government, community-based organizations, or religious organizations. | الخدمات المجتمعية |
| Ethnic Community-Based Organizations (ECBOs) | Local organizations founded by former refugees and immigrants that provide services and assistance to newcomers from their countries of origin in their communities. | المنظمات المجتمعية العرقية(ECBOs) |
| Faith-based organizations  | An organization whose values and mission are based on faith and/or beliefs.  | المنظمات الدينية  |
| Laundromat | A self-service laundry facility. | خدمة الغسيل الذاتية |
| Library | A building housing books and other resources available to its members sometimes offering services, such as English classes or childcare, and free computer access.  | المكتبة |

|  |  |  |  |
| --- | --- | --- | --- |
| PUBLIC ASSISTANCE**المساعدة العامة** | Benefits | Financial help in time of sickness, old age, or unemployment. | الإعانات |
| Supplemental Nutrition Assistance Program (SNAP) (*Formerly the Food Stamp Program)* | A governmentprogram that helps low-income familiespay for food. | برنامج المساعدة الغذائية التكميلية (SNAP) (*برنامج قسائم الطعام سابقًا*) |
| Supplemental Security Income (SSI) | A benefit to people with limited income and resources who are disabled, blind, or age 65 or older.  | دخل الضمان التكميلي (SSI) |
| Temporary Assistance to Needy Families (TANF) | A government program that provides temporary financial assistance for parents withdependent children. | المعونة المؤقتة للأسر المحتاجة (TANF) |
| The Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) | Federal grants to States for supplemental food, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding, postpartum women, and to infants and children up to age five who are found to be at nutritional risk. | برنامج التغذية التكميلية الخاص للنساء والرضع والأطفال (WIC) |

|  |  |  |  |
| --- | --- | --- | --- |
| HOUSING**السكن** | Bills | Money owed for goods supplied or services rendered. | الفواتير |
| Housing Maintenance  | Maintaining the apartment or home by cleaning and paying the bills. | صيانة السكن  |
| Landlord | The owner of a house, apartment, condominium, land or real estate which is rented or leased to an individual or business. | مالك العقار |
| Lease agreement | A contract outlining the terms under which one party agrees to rent property owned by another party. | عقد الإيجار |
| Management Company | A company that manages a property, such as an apartment building. | شركة إدارة عقارات |
| Mortgage | A legal agreement by which a bank or other creditor lends money at interest in exchange for taking title of the debtor's property. | الرهن العقاري |
| Notice of eviction | An official note informing a tenant of their removal from rental property by the landlord. | إشعار بالإخلاء |
| Rent | A tenant's regular payment to a landlord for the use of property or land. | الإيجار |
| Renter's insurance | An insurance that protects against losses to the tenant's personal property within the rented property. | تامين المستأجر |
| Subletting | When a renter leases or rents all or part of their apartment to another renter. | التأجير من الباطن |
| Tenant | A person who rents property from a landlord. | المستأجر |
| Trespass | Entering land or property without permission. | انتهاك حرمة المسكن |
| Utilities | A service such as electricity, gas, or water provided by a public utility company, for which one must pay a monthly bill. | الخدمات |
| HEALTH/HYGIENE**الصحة/النظافة** | Children's Health Insurance Program (CHIP) | This plan provides medical coverage for individuals under age 19 whose parents earn too much income to qualify for Medicaid, but not enough to pay for private coverage.  | برنامج التأمين الصحي للأطفال (CHIP) |
| Community clinics and health centers | Provide basic health services and health counseling. Some provide dental care and eye examinations. | العيادات المجتمعية والمراكز الصحية |
| Confidentiality | The right of an individual to have personal, identifiable medical information kept private.  | السرية |
| Emergency room | The department of a hospital that provides immediate treatment for acute illnesses and trauma. | غرفة الطوارئ |
| Family planning | Family planning allows people to attain their desired number of children and determine the spacing of pregnancies. | التخطيط للأسرة |
| Health Insurance | Insurance coverage that pays for medical and surgical expenses. | التأمين الصحّي |
| Immunization | The process whereby a person is made immune or resistant to an infectious disease, typically by the administration of a vaccine. | التطعيم  |
| Immunization records  | A comprehensive timeline of all vaccinations a patient has received.  | سجلات التطعيم  |
| Initial health/medical screening | The first medical appointment a refugee receives after arrival in the United States, usually within the first month, which establishes a connection to health services in case of further need. | فحص طبي أولي/كشف طبي |
| Medicaid | A government program thatprovides health insurance coverage tolow-income people who qualify. | برنامج التأمين الطبي  |
| Medicare | A government program that provides health insurance coverage to people over the age of 65, and people under 65 with certain disabilities. | برنامج الرعاية الصحية لكبار السن وذوي الإعاقة  |
| Mental health care | Mental health care addresses emotional, psychological, and social well-being. | رعاية الصحية النفسية |
| Over the counter (OTC) medication | Medication that is sold without a prescription. | الأدوية التي تباع بدون وصفة طبية (OTC) |
| Personal hygiene | Maintaining cleanliness of one's body and clothing to preserve overall health and well-being. | النظافة الشخصية |
| Premium  | The cost an insurer pays for his or her insurance coverage.  | قسط التأمين  |
| Prescription drugs | Drugs you can only get with a doctor's prescription. | العقاقير الموصوفة |
| Preventive Care | The care you receive to prevent illnesses or diseases. Also includes counseling to prevent health problems. | الرعاية الوقائية |
| Public health department  | A local, state, or federal government agency that provides immunizations against diseases and offers other preventive health services, including testing and treatment for tuberculosis and other communicable diseases, usually at a low cost or free of charge. | وزارة الصحة العامة |
| Sexually transmitted disease (STD) / Sexually transmitted infection (STI) | Diseases or infections that can be transmitted by direct sexual contact. | الأمراض المنقولة بالاتصال الجنسي (STD)/العدوى المنقولة بالاتصال الجنسي (STI) |
| Urgent care clinics  | These clinics are for situations where you have an illness or injury that needs immediate care, but is not serious enough for a visit to the emergency room. | عيادات الرعاية العاجلة  |

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATION/LEARNING ENGLISH**التعليم/تعلم الإنجليزية** | Community College | A post-secondary, higher education institution that provides workforce education and college transfer academic programs.  | كلية المجتمع |
| English as a Second Language (ESL) Classes | Study of the English language by non-native speakers in an English-speaking environment.  | فصول تعلم الإنجليزية كلغة ثانية (ESL)  |
| Extra-curricular activities |  Optional, school-sponsored programs for students that occur outside of regular classroom learning including sports, clubs, and other social events. | أنشطة غير منهجية |
| General Educational Development (GED) Diploma | A group of four subject tests which certify that the test taker has United States high school-level academic skills. It serves as an alternative to the U.S. high school diploma. | شهادة تنمية التعليم العامة(GED) |
| Parent-Teacher meetings  | A short meeting or conference between the parents and teachers of students to discuss a child's progress at school. | اجتماعات الوالدين والمعلمين  |
| Recertification  | The process of renewing a professional certification by taking classes or courses. | معادلة الشهادة  |
| Scholarship  | A grant or payment made to support a student's education, awarded on the basis of academic or other achievement | منحة دراسية  |
| Scholastic Assessment Test (SAT) | An examination used by colleges and universities as part of their admissions decision-making process. The SAT tests a student's abilities in the areas of critical reading, writing and mathematics. | اختبار التقييم المدرسي (SAT) |
| School enrollment | The act of registering a student in school. | التسجيل بالمدارس |
| Technical School/Vocational School | A learning institution that provides specialized training in a specific career field, trade, or profession. | المدرسة التقنية/ المدرسة المهنية |
| University | An institution of higher education and research which awards academic degrees in various academic disciplines. | الجامعة |

|  |  |  |  |
| --- | --- | --- | --- |
| EMPLOYMENT **التوظيف** | Application  | A written or online form submitted to a potential employer providing the name, contact information, and employment history of the job seeker. | الطلب  |
| Discrimination | Prejudicial treatment of different categories of people, especially on the grounds of race, age, gender, or sex. | التمييز |
| Employment Authorization Document (EAD) Card | A document issued by USCIS that allows foreign nationals to work in the U.S. | وثيقة تصريح العمل (EAD) |
| Employment services/job readiness training | Support provided to job seekers to help them find and apply for jobs or to succeed at a new job. | خدمات التوظيف/التدريب على الاستعداد الوظيفي |
| Entry-level/unskilled labor job | A job that does not require prior experience in the field. | وظيفة عامل مبتدئ /غير ماهر |
| Full-time Job | Employment in which a person works a minimum number of hours as defined by the employer, usually about 40 hours per week. Full-time employment often comes with benefits, such as annual leave, sick leave, and health insurance.  | وظيفة بدوام كامل |
| Help wanted | A sign posted by employers or phrase used in advertisements indicating an employment vacancy. | مطلوب موظفين |
| Informal work | Work that is not performed for an official employer and which is usually untaxed and unregulated.  | عمل غير رسمي |
| Job interview | A conversation between a job applicant and an employer which assesses whether the applicant should be hired. | مقابلة توظيف |
| Licensing | The government-issued credentials required by law to work in certain professions.  | ترخيص  |
| Minimum wage | The lowest wage that employers can legally pay their workers. | الحد الأدنى للأجور |
| Networking | The action or process of interacting with others to exchange information and develop professional or social contacts. | شبكة العلاقات الإجتماعية |
| Notice | Written or verbal communication from a departing employee to an employer indicating when he or she will quit, usually required two weeks prior to the last day of work. | إشعار |
| Part-time Job | A form of employment that carries fewer hours per week than a full-time job. Workers are usually considered to be part-time if they work fewer than 30 hours per week. | وظيفة بدوام جزئي |
| Paycheck | A check for salary or wages made out to an employee. | شيك الراتب |
| Punctuality | Being able arrive at an appointment or place of work, or being able to complete a required task or fulfill an obligation before or at a previously designated time. | الإلتزام/ الدقة بالمواعيد |
| Résumé/Curriculum vitae (CV) | A document created and used by a person to present their background, skills, and accomplishments to secure new employment. | السيرة الذاتية/بيان السيرة (CV) |
| Self-employment | Working for oneself as a freelancer or the owner of a business rather than for an employer. | العمل الحُر |
| Skilled labor job | Any worker who has special skill, training, knowledge, and (usually acquired) ability in their work. A skilled worker may have attended a college, university, or technical school. Or a skilled worker may have learned their skills on the job.  | وظيفة عمالة ماهرة |
| Upward mobility | Movement from one financial level to a higher one as by changing jobs.  | التطور الوظيفي |
| Workplace rights/employees’ rights | Legal and human rights relating to labor relations between workers and employers, codified in national and international labor and employment law. In general, these rights influence working conditions in relations of employment. | حقوق مكان العمل/حقوق الموظفين |

|  |  |  |  |
| --- | --- | --- | --- |
| RIGHTS AND RESPONSIBILITIES **الحقوق والمسؤوليات**   | Family Reunification  | A recognized reason for immigration in many countries because of the presence of one or more family members in a certain country, therefore, enabling the rest of the divided family or specific members of the family to immigrate to that country as well. | لـم شمـل الأسرة  |
| Freedom of Assembly | The individual right to peacefully assemble, collectively express, and petition the government for redress of grievances guaranteed by the First Amendment to the US Constitution. | حرية التجمع |
| Freedom of Religion | The right to practice whatever religion one chooses or to practice no religion | حرية العقيدة |
| Freedom of Speech | The right to express any opinions without censorship or restraint (excepting hate speech and slander) | حرية التعبير  |
| The right to a fair trial | A trial that is conducted fairly, justly, and with procedural regularity by an impartial judge and in which the defendant is afforded his or her rights under the U.S. Constitution or the appropriate state constitution or other law. | الحق في محاكمة عادلة |
| Voting | The right to express one's political opinion by casting a ballot in favor of one candidate in an official election. | التصويت |

|  |  |  |  |
| --- | --- | --- | --- |
| U.S. LAWS**القوانين الأمريكية**  | Address change form/Alien’s Change of Address (AR-11) | A form non-citizens must fill out and submit to their when there's a change in their address. | نموذج تغيير العنوان/تغيير العنوان للأجنبي (AR-11) |
| Age of consent | The age at which a person is considered to be legally competent to consent to marriage, sexual acts, and other legally binding decisions.  | سن الرشد |
| Animal cruelty | Causing harm or suffering to animals. | القسوة على الحيوان |
| Black market/working under the table | Terms for informal work which emphasize the secretive intention of avoiding taxes or government oversight.  | السوق السوداء/العمل بطريقة غير شرعية |
| Bribery | Giving or receiving something of value in exchange for some kind of influence or action in return. | الرشوة |
| Child abuse | Physical, sexual, and/or psychological maltreatment or neglect of a child or children, especially by a parent or a caregiver. | إيذاء الأطفال |
| Child neglect  | Not meeting a child's basic needs, including the failure to provide adequate health care, supervision, clothing, nutrition, housing as well as their physical, emotional, social, educational and safety needs.  | إهمال الأطفال  |
| Child support | Ongoing, periodic payment made by a parent for the financial benefit of a child (paid to another parent, caregiver, guardian, or state) following the end of a marriage or other relationship. | دعم الأطفال |
| Citizenship | The status of being a citizen of a particular country. | المواطنة |
| Deportation | The removal of a person or group of people from a place or country.  | الترحيل |
| Domestic violence / spousal abuse | Violence or other abuse by one person against another in a domestic setting, such as in marriage or cohabitation. | العنف الأسري/الايذاء الزوجي |
| Federal Laws | The body of law consisting of the U.S. Constitution, federal statutes and regulations, U.S. treaties, and federal common law. The Federal law is the supreme law in US and overrides state law whenever there is a conflict. | القوانين الاتحادية  |
| Fishing license | A regulatory or legal mechanism to control fishing. Licensing is one way of managing fisheries and may be required for commercial, recreational, or personal fishing. | ترخيص صيد السمك |
| Green Card / Permanent Resident Card | The permit allowing immigrants to permanently live and work in the United States of America.  | البطاقة الخضراء/بطاقة الإقامة الدائمة |
| Gun laws | Local, state, or federal laws aimed at restricting or regulating the sale, purchase, or possession of firearms through licensing, registration, or identification requirements. | قوانين الأسلحة |
| Hunting license | A hunting license is a regulatory or legal mechanism to control hunting. | ترخيص الصيد |
| Immigrant | A person who comes to live permanently in a foreign country. | مهاجر |
| Internal Revenue Service (IRS) | A bureau of the Department of Treasury that is tasked with the enforcement of income tax laws and oversees the collection of federal income taxes. | دائرة ضريبة الدخل (IRS) |
| Lawful Permanent Resident | A non-citizen who has been granted authorization to live and work in the United States on a permanent basis. As proof of that status, a person is granted a permanent resident card, commonly called a green card. | مقيم دائم بشكل قانوني  |
| Littering | Litter is trash improperly placed so as to be a nuisance or health concern.  | إلقاء القمامة على الأرض |
| Local laws | Local laws refer to the laws which are unique to each city, county, or local government. | القوانين المحلية |
| Naturalization | The legal act or process by which a non-citizen in a country may acquire citizenship or nationality of that country. | التجنس |
| Physical abuse  | Any intentional act causing injury or trauma to another person or animal by way of bodily contact. | الإيذاء الجسدي |
| Polygamy | The practice or custom of having more than one wife or husband at the same time. | تعدد الأزواج |
| Principal Applicant (PA) | The main applicant in an application process.  | مقدم الطلب الرئيسي (PA) |
| Re-entry permit | A travel document similar to a certificate of identity, issued by the United States Citizenship and Immigration Services to lawful permanent residents in the U.S. to allow them to travel abroad and return to the U.S.  | تصريح إعادة الدخول |
| Same-sex relationship | A committed relationship between two persons of the same sex.  | علاقة مِثلية |
| Selective Service | An independent agency of the United States government that maintains information on those potentially subject to military conscription (i.e. the draft). All male U.S. citizens and male immigrant non-citizens, who are between the ages of 18 and 25 are required by law to have registered within 30 days of their 18th birthday. | الخدمة العسكرية الاختيارية |
| Sexual harassment | Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. | تحرش جنسي |
| Shoplifting | Theft of goods from an open retail establishment | السرقة من المحلات التجارية |
| Social Security Card | A piece of paper containing unique nine-digit number assigned by the Social Security Administration and provided to every United States citizen, permanent resident, or temporary working resident. | بطاقة الضمان الاجتماعي |
| State Laws  | State law refers to the law of each separate U.S. state. | قوانين الولاية  |
| Tax fraud | Tax fraud occurs when an individual or business entity willfully and intentionally falsifies information on a tax return to limit the amount of tax liability.  | التهرب الضريبي |
| Taxes | A compulsory contribution to state or federal revenue, levied by the government on workers' income and business profits, or added to the cost of some goods, services, and transactions. | الضرائب |
| U.S. Constitution | A document that embodies the fundamental laws and principles by which the United States is governed. The supreme law of the United States of America. | الدستور الأمريكي |
| U.S. tie | During the USRAP process, refugees can identify friends or relatives in the United States with whom they have a desire to be reunited upon arrival. Once identified that individual is contacted by a Resettlement Agency to verify the relationship and confirm if they would like to have the refugee resettled near them. If they agree, the individual is considered a U.S. tie and will be contacted again by the Resettlement Agency closer to the arrival of their friend or relative to discuss the resettlement process. A U.S. tie is not financially or legally responsible for their friend or relative. | أقارب أو أصدقاء في الولايات المتحدة |
| Welfare fraud  | The act of illegally using state welfare systems by knowingly withholding or giving information to obtain more funds than would otherwise be allocated. | الاحتيال في الإعانات  |

|  |  |  |  |
| --- | --- | --- | --- |
| CU**LTURAL ADJUSTMENT****التكيف الثقافي** | Bullying | The use of force, coercion, or threat, to abuse, aggressively dominate or intimidate.  | التنمر |
| Cultural adaptation | Cultural adaptation is the process and time it takes a person to integrate into a new culture and feel comfortable within it.  | الاندماج الثقافي |
| Culture shock | An experience a person may have when one moves to a cultural environment which is different from one's own. | الصدمة الثقافية |
| Family dynamics | The interactions, communication patterns, and relationships between members of a family which may change as part of adjustment to a new culture.  | ديناميكية الأسرة |
| Gender equality | Equal ease of access to resources and opportunities regardless of gender, including economic participation and decision-making; and the state of valuing different behaviors, aspirations and needs equally, regardless of gender. | المساواة بين الجنسين |
| Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI) |  | المثليات والمثليون ومزدوجو الميل الجنسي ومغايرو الهوية الجنسانية وأحرارالهوية والميول الجنسية وحاملو صفات الجنسين (LGBTQI) |
| Nonverbal communication | Communication without the use of spoken language. Nonverbal communication includes gestures, facial expressions, and body positions (known collectively as “body language”), as well as unspoken understandings and presuppositions, and cultural and environmental conditions that may affect any encounter between people. | التواصل غير اللفظي |
| Professional counselor/therapist | A person trained in assisting others in understanding and coping with challenging psychological and emotional circumstances or trauma. | معالج/ استشاري مختص |
| Safe space | A place or environment in which a person or category of people can feel confident that they will not be exposed to discrimination, criticism, harassment, or any other emotional or physical harm. | مكان آمن |
| Stress | A state of mental or emotional strain or tension resulting from adverse or demanding circumstances. | ضغط عصبي |
| Trauma | Trauma is often the result of an overwhelming amount of stress that exceeds one's ability to cope, or integrate the emotions involved with that experience | الصدمة |
| Verbal communication | The use of sounds and words to express oneself. | التواصل اللفظي |

|  |  |  |  |
| --- | --- | --- | --- |
| SAFETY**السلامة** | Emergency services | Public organizations or government entities that respond to and deal with emergencies when they occur, especially those that provide police, ambulance, and firefighting services. | خدمات الطوارئ |
| Fire Department | An emergency service dedicated to responding to unintentional, destructive fires | وحدة الإطفاء |
| Life insurance | A contract between an insurance policy holder and an insurer or assurer, where the insurer promises to pay a designated beneficiary a sum of money (the benefit) in exchange for a premium, upon the death of an insured person (often the policy holder). | التأمين على الحياة |
| Police | An emergency service which handles crime and law enforcement. | الشرطة |
| Smoke detector/alarm | A fire-protection device that automatically detects and gives a warning of the presence of smoke. | جهاز كشف/إنذار الدخان |

|  |  |  |  |
| --- | --- | --- | --- |
| BUDGETING AND PERSONAL FINANCE **إعداد الميزانية والتمويل الشخصي** | Automated Teller Machine (ATM) |  An electronic banking outlet that allows customers to complete basic transactions without the aid of a branch representative or teller. Anyone with a credit card or debit card can access most ATMs. | ماكينة الصراف الآلي (ATM) |
| Bank | A financial institution licensed to receive deposits and make loans. | البنك |
| Budget/Financial planning | A comprehensive evaluation of an individual's current pay and future financial state by using current known variables to predict future income, asset values and withdrawal plans. | الميزانية/التخطيط المالي |
| Credit | A contractual agreement in which a borrower receives something of value now and agrees to repay the lender at a later date, generally with interest. | ائتمان |
| Credit card | A payment card issued to users (card-holders) to enable the card-holder to pay a merchant for goods and services based on the card-holder's promise to the card issuer to pay them for the amounts plus the other agreed charges. | البطاقة الائتمانية |
| Credit history | A record of a borrower's repayment of debts. | السجل الائتماني |