Student Volunteer Program

The Student Volunteer Program offers unpaid, professional training opportunities to undergraduate and graduate college students. These opportunities provide work experience related to the students’ academic programs and provide them an opportunity to explore career options, as well as develop their personal and professional skills. Student Volunteer service will vary by agency/office but can enrich the students’ futures by:

- Allowing career exploration early in their academic studies,
- Exposing them to new and emerging occupations,
- Giving academic credit for work they perform (this will be determined by the school), and
- Providing an experience, which will enhance their ability to obtain paying jobs in the future.

This program requires a written agreement signed by all parties, ICE, the school and the student. Expected duties include administrative and "non-sensitive" duties.

The normal time line to qualify for an internship is 70 business days, excluding weekends and federal holidays. Ensure that you allow enough time before proposing a start date.

**INTERNSHIP REQUIREMENTS:**

- **AREA OF INTEREST** HSI investigates immigration crime, human rights violations and human smuggling, smuggling of narcotics, weapons and other types of contraband, financial crimes, cybercrime and export enforcement issues. Special Agents conduct investigations aimed at protecting critical infrastructure industries that are vulnerable to sabotage, attack or exploitation. (http://www.ice.gov/about/offices/homeland-security-investigations/

- **RESUME** or OF-612 Application for Federal Employment

- **A LETTER OF VERIFICATION** from an educational institution showing proof of current enrollment (e.g. copy a student schedule, data sheet or transcript showing the number of credit/quarter hours enrolled, G.P.A. of completed classes, and the proposed date of graduation)

- **OF-306 Declaration for Federal Employment**

- **GPA** – Must Maintain a GPA higher than 2.0

- **RECOMMENDATION** – Reference Page 3; Student Eligibility, Section 3."Be recommended for the volunteer appointment by the appropriate staff of the educational institution. Because volunteer service is with the permission of the institution, such appointments must be terminated if permission is withdrawn."

- **ANY DOCUMENTS REQUIRED FROM YOUR UNIVERSITY OR COLLEGE** (e.g. Biographical Summary) to meet requirements for student credit. It is incumbent upon you to review requirements at your university to receive credit for participation.

- **STUDENT VOLUNTEER SERVICE WORKING AGREEMENT** *must be signed by applicant & university/college

- **INTERVIEW AT HSI- KANSAS CITY** 4100 N. Mulberry Drive, Suite 225, Kansas City, MO 64116

Upon a successful completion of the interview a recommendation will be made and all documents will be forwarded for qualification and background check. Note, only a few intern spots are available per semester and only qualified applicants will move forward.

Allow four weeks for a background check. The background check only occurs after all of aforementioned steps are complete and return of the background documents (generally to Dallas, Texas). The background documents arrive in mail with a set of instructions.

Point of Contact: Ginger Fite, Mission Support Specialist
Ginger.S.Fite@ice.dhs.gov Please use the words STUDENT INTERNSHIP in the subject line of any e-mails.
Direct Line: 816-802-8547 FAX: 816-802-1976 Front Line: 816-802-8551
DHS/ICE – HSI- Kansas City4100 N. Mulberry Drive, Suite 225, Kansas City, MO 64116