**USCIS Raleigh and Charlotte Field Offices**

**Office of the Chief Counsel**

**Law Student Internship**

**POSITION DESCRIPTION**

The U.S. Citizenship & Immigration Services (USCIS), an agency within the U.S. Department of Homeland Security (DHS), is responsible for adjudicating applications for immigration benefits in the United States.

The Raleigh/Durham Field Office is located at 301 Roycroft Drive, Durham, NC 27703, and the Charlotte Field Office is located at 201 Regency Executive Park Drive, Charlotte, NC 28217. Each office is offering one unpaid position for a legal intern for summer 2024. Local USCIS OCC counsel will supervise and mentor the intern.

Through a combination of assigned projects, meetings, activities, and readings, the internship provides law clerks with the following opportunities:

* to learn substantive immigration law,
* to improve research and writing skills, in the context of immigration law,
* to learn about the roles and jobs of USCIS attorneys,
* to learn about the roles and jobs of USCIS Field Office Operations personnel (such as adjudications officers and supervisors), and about the roles and jobs of various USCIS positions at offices other than USCIS Field Offices,
* to make contacts within USCIS,
* to learn about the roles and jobs of non-USCIS government attorneys in the field of immigration law, such as Immigration Judges in the Executive Office for Immigration Review (DOJ-EOIR), and Immigration Court Trial Attorneys in the Immigration & Customs Enforcement (DHS-ICE), and
* to learn how to use certain select USCIS data bases.

The internship includes the following:

* legal research and legal writing, including (a) complex legal issues arising out of active USCIS adjudications, and/or (b) USCIS appeal briefs in support of USCIS Family Visa Petition denials (Form I-130 denials), and/or (c) issues arising in federal court litigation brought against USCIS,
* live and telephonic meetings with various USCIS employees/clients,
* observing USCIS interviews of applicants for immigration benefits, and
* observing a naturalization (citizenship) ceremony for newly naturalized U.S. citizens.

**HIRING CRITERIA**

**Required:**

1. **United States Citizenship**.
2. Interest in immigration law and/or government service.
3. Residency:

With limited exceptions, applicants must have resided in the United States for three out of the last five years.

1. Background Investigation:

Selected applicants must pass a background investigation before beginning the internship. As part of this process, applicants are required to complete the security form Standard Form 85P (which is publicly available on the internet). If you have ANY criminal convictions, please let me know in your letter of interest so we can assess the likelihood of your passing the background investigation in time for the internship to begin or not.

1. Time Commitment:

For law students working during the summer, **a minimum commitment of 8 weeks full-time (40 hours per week) is required**.

1. Academic Credit or Funding:

Though rich in experience, the internship is unpaid. Law clerks may obtain either school credit (e.g., independent study credit or externship credit), or funding (e.g., a fellowship or work-study funding) for the internship.

1. No Conflicts of Interest:

Interns cannot participate in a USCIS internship and work with an organization that assists applicants for immigration benefits (such as a law school immigration clinic or immigration law firm or immigration non-profit organization) at the same time.

**Preferred:**

1. Immigration Law Experience:

Academic and/or Work Experience and/or Volunteer Experience with Immigration Law, such as: law school immigration class, law school immigration clinic, or work or volunteer experience for immigration law firm or immigration non-profit organization; or

1. Federal Government Experience:

Work Experience with the federal government (including military) in areas other than immigration law.

1. Time Commitment:

Commitment of 10 weeks (40 hours per week) is preferred.

**Applications:**

Resume, cover letter, writing sample (max. 10 pages, may be excerpt), and a list of at least three references are required. Letters of recommendation are encouraged, but not required. Applications must be received by 5 p.m., Monday, December 11, 2023. Send by email to [scarlett.d.grose@uscis.dhs.gov](mailto:scarlett.d.grose@uscis.dhs.gov).