

**HSI Chicago SVP**

**DOCUMENT CHECKLIST**

**Student Name:** \_\_\_\_\_

**Application Semester & Year:** \_\_\_\_\_

*Applicants:* Please **initial** each line acknowledging that you have completed and submitted all below required forms. All questions should be directed to HSIChicagoRecruiter@hsi.dhs.gov or (630) 574-5979.

**Resume** - Must include email, mailing address, and phone number.

**OF-306 Declaration for Federal Employment** - Must be typed and sign/date box 17a.

**Statement of Agreement** - For “Period of Volunteer Service” enter tentative semester dates.

**Transcripts** - Can be official or unofficial, but must contain current GPA and proposed graduation date.

**Enrollment Verification** - Must be on school letterhead showing proof of current enrollment. Should also list anticipated graduation date if not shown on transcripts.

**Writing Sample** - Must be typed.

**THIS BOX IS FOR INTERNAL USE ONLY**

Interview Date: \_\_\_\_\_ Interview Time: \_\_\_\_\_ am/pm

Recruiter Notes -