



**Form G-1242, Volunteer Employment Program
Agreement With Academic Institution**
Department of Homeland Security
U.S. Citizenship and Immigration Services (USCIS)

USCIS
Form G-1242

Student's Full Name (*print*): _____

Position Title, Series, & Grade: _____

Program Office: _____

Educational Institution & Program: _____

Expected Completion of Educational and Work Requirements (*mm/dd/yyyy*): _____

Appointment's Not-To-Exceed Date (*mm/dd/yyyy*): _____

Supervisor's Name (*print*): _____

Telephone Number: _____

General Student Eligibility

1. Be sixteen (16) years of age.
2. Be a citizen of the U.S.
3. Be enrolled, at least half-time, in an accredited high school or pursuing a degree, diploma, certificate, etc. in a technical or vocational school, 2-year or 4-year college or university, graduate or professional school or participate in an accredited or State-certified home-school (high school students only).
4. Maintain good academic standing of at least a "C" average 2.0 out of 4.0 grade point average (GPA).
5. Meet the security requirements for the position.
6. Provide a signed formal agreement.

This agreement constitutes a mutual understanding between the U.S. Citizenship and Immigration Services (USCIS) and the above named institution, for the purpose of placing the above named student, in a volunteer, non-paid work assignment as part of a program established to provide educationally-related work experience for the student.

Both parties agree that:

1. The student named above is officially enrolled in a course of study at the above-named institution;
2. The above-named institution has given permission for the above-named student to volunteer his/her services;
3. The services to be rendered are to be uncompensated, i.e., non-paid volunteer service; and
4. The participating student is not considered to be a Federal employee for any purpose other than for:
 - a. Federal Tort Claims provision published in 28 U.S.C. 2671 through 2680. Claims arising as a result of student participation should be referred to the USCIS; and
 - b. 5 U.S.C. 8101 through 8193, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers' Compensation Programs, U.S. Department of Labor for adjudication.

