



**Form G-1238, Volunteer Employment Program**  
**Agreement With Student**  
**Department of Homeland Security**  
U.S. Citizenship and Immigration Services (USCIS)

**USCIS**  
**Form G-1238**

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: \_\_\_\_\_

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 services to be rendered are to be uncompensated (non-paid volunteer service);
2. The participating student is not considered to be a Federal employee for any purposes 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 U.S. Department of Homeland Security; 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.
3. The volunteer service does not imply or guarantee any permanent or temporary Federal civil service employment with the Department of Homeland Security.

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**USCIS HQ Student Employment Programs Manager:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Print Name

**School Representative:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Print Name

**Student:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Print Name

**WAIVER OF COMPENSATION**

In connection with my services as a student volunteer in USCIS, I understand that I will be working during the period shown above without compensation and I hereby agree to waive any and all claims against the Government for salary or wages on account of services performed.

\*Failure to complete this agreement will result in termination.