The United States Postal Inspection Service sponsors a College Student Internship Program (CSIP), which offers college students an opportunity to gain meaningful work experience while earning college credits. The purpose of the CSIP is to provide hands-on experiences in a law enforcement environment for students pursuing numerous fields of study.

As one of our country’s oldest federal law enforcement agencies, founded by Benjamin Franklin, the U.S. Postal Inspection Service has a long, proud, and successful history of fighting criminals who attack our nation’s postal system and misuse it to defraud, endanger, or otherwise threaten the American public. As the primary law enforcement arm of the United States Postal Service, the U.S. Postal Inspection Service is a highly specialized, professional organization performing investigative and security functions essential to a stable and sound postal system.

As fact-finding and investigative agents, Postal Inspectors are federal law enforcement officers who carry firearms, make arrests and serve federal search warrants and subpoenas. Inspectors work closely with U.S. Attorneys, other law enforcement agencies, and local prosecutors to investigate postal cases and prepare them for court. There are approximately 1,500 Postal Inspectors stationed throughout the United States and abroad who enforce more than 200 federal laws covering investigations of crimes that adversely affect or fraudulently use the U.S. Mail and postal system.

Although the U.S. Postal Inspection Service is a federal law enforcement agency, there exists a need for interns with expertise in many academic fields which support the day-to-day operations of the Inspection Service. This includes, but is not limited to: criminal justice, law, information technology, finance, science, etc.

To learn more about the U.S. Postal Inspection Service

Visit: https://postalinspectors.uspis.gov/
STUDENT REQUIREMENTS

Students participating in the U.S. Postal Inspection Service CSIP must:

- Be a U.S. Citizen.
- Have a minimum of 50 semester hours completed (or be listed as a junior.)
- Have a minimum overall grade point average of 3.0 (4.0 grade point system.)
- Submit a letter of intent with their CSIP application packet.
- Submit a letter from the college or university acknowledging he/she is in good standing.
- Have declared a major or possess skills in a field which corresponds to the needs of the Inspection Service.
- Successfully pass a pre-employment sensitive security clearance background investigation to qualify for the internship.
- Read and sign the USPIS policy on ethics and confidentiality.
- Complete all required paperwork prior to starting their internship.

College student internship opportunities are offered to students who may be considered, when eligible, for full time employment with the U.S. Postal Inspection Service. There is a great deal of competition for relatively few positions. To be competitive, students must meet the requirements and demonstrate the following:

- Integrity
- Initiative
- Commitment to community
- Strong oral/written communication skills
- Positive attitude
- Willingness to learn
- Adaptability
- Analytical thinking skills
- Reliability
- Ability to work well in a team environment
- Ability to work well independently
- Ability to follow instructions
- Ability to set and achieve goals
U.S. POSTAL INSPECTION SERVICE
CHICAGO DIVISION
COLLEGE STUDENT INTERNSHIP PROGRAM APPLICATION PROCESS

Invitation to Apply: The U.S. Postal Inspection Service (USPIS) Chicago Division seeks applications from highly motivated students who are interested in furthering their education by participating in a ten - fifteen week College Student Internship Program (CSIP.) College student internship opportunities are offered in partnership with colleges and universities that support such an activity as part of their degree program.

Internship Coordinator: US Postal Inspector Nick Bucciarelli, Mailing address: USPIS, 433 W. Harrison, 6th FL, Chicago, IL 60669-2201; email: njbucciarelli@uspis.gov; phone: 312-983-7954; fax: 312-983-6309.

Internship Application Due Dates:

Students seeking a winter/spring semester internship (January through May) must submit an application before October 15 of the prior year.

Students seeking a summer semester Internship (May through August) must submit an application before February 15 of the prior year.

Students seeking a fall semester Internship (August through December) must submit an application before May 15 of the spring semester.

Application Materials: To apply for an internship with the USPIS Chicago Division, the student must submit the following documents to the USPIS Internship Coordinator at the above address:

1.) Resume and Statement of Purpose/Interest Letter
2.) PF Form 2181-C, Authorization and Release
3.) SF 85 P, Questionnaire for National Security Positions
4.) College Student Intern Application
5.) College transcript(s).
6.) Recommendation from academic advisor
7.) 2 additional recommendation letters from personal references (non-related and/or employer)
8.) Volunteer College Student Intern Agreement
9.) Agreement for Non-Salaried Internship
10.) Photocopy of birth certificate or passport

The due date for internship applications is several months prior to the requested start date/semester. This is a competitive process and candidates will be scheduled for interviews after their entire application packet has been received. If a student is interested, #1 in the list above should be submitted as soon as possible to the CSIP coordinator.
CSIP COLLEGE OR UNIVERSITY RESPONSIBILITIES

- The college or university must be accredited.
- The educational institution defines the parameters of the program, and how it will meet their program requirements.
- The educational institution determines the number of course credits it will give to students participating in the program.
- The timeline for the internship will be specified by the educational institution.
- Each educational institution will verify and ensure the student’s field of study corresponds to the requirements for the internship.
- Each educational institution will make sure the student’s academic status meets the regulations of the United States Postal Inspection Service CSIP.
- Educational institutions will appoint a faculty coordinator to oversee the program and its participants.
- Faculty coordinators will assist the U.S. Postal Inspection Service in the intern’s evaluations as well as assess intern’s job performance to ensure adherence of school policy.
- The educational institution will coordinate their program activities with the U.S. Postal Inspection Service to foster a productive work environment.
- Each educational institution will complete the Educational Institutional Agreement and return it to USPIS CSIP Internship Coordinator.
U.S. POSTAL INSPECTION SERVICE  
CHICAGO DIVISION  
College Student Internship Application

Visit: [https://postalinspectors.uspis.gov/](https://postalinspectors.uspis.gov/) to learn more about the U.S. Postal Inspection Service.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Address</td>
<td></td>
<td></td>
<td>Day Phone number (home, school or cell)</td>
</tr>
<tr>
<td>City and State</td>
<td>Zip Code + 4</td>
<td></td>
<td>Evening Phone # (home, school or cell)</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
<td></td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Permanent Address</td>
<td></td>
<td></td>
<td>Student ID Number:</td>
</tr>
</tbody>
</table>

**INTERNSHIP LOCATION**

The Spring Internship has several locations – select which location(s) interest you. If more than one, indicate your top choice:

- [ ] Chicago, IL area
- [ ] Milwaukee, WI
- [ ] Springfield, IL
- [ ] St. Louis, MO

**COLLEGE OR UNIVERSITY**

Major(s):

Name and address of College or University:

<table>
<thead>
<tr>
<th>Class Standing During Internship:</th>
<th></th>
<th></th>
<th></th>
<th>Current / Overall GPA:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior</td>
<td>Senior</td>
<td>Graduate School</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**University Information**

Internship Contact Name, Title

**Phone**

Internship Requirements: Written assignments, site visits, required hours, daily/weekly logs:

**Signature**

Print Name

Date
EDUCATIONAL INSTITUTION AGREEMENT
(To Be Completed by Approving Official)

Acting as a representative for (Institution)

I certify that (Intern)

is a student in good standing and that the work assignment and scheduled hours are approved as appropriate for the course of study or training he/she is pursuing. The student (will/will not) be given (academic or other) credit for participating in the CSIP.

I understand that a record of the student’s attendance and an evaluation of his/her performance will be provided to this institution when the internship is completed.

<table>
<thead>
<tr>
<th>1. Signature of Approving Official:</th>
<th>2. Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Name and Title:</td>
<td></td>
</tr>
<tr>
<td>4. Educational Institution:</td>
<td></td>
</tr>
<tr>
<td>5. Signature of Student Intern:</td>
<td>6. Date:</td>
</tr>
<tr>
<td>7. Identification #:</td>
<td></td>
</tr>
<tr>
<td>8. Educational Institution:</td>
<td></td>
</tr>
<tr>
<td>9. Start Date :</td>
<td>10. End Date:</td>
</tr>
</tbody>
</table>
VOLUNTEER COLLEGE STUDENT INTERN AGREEMENT

I (Insert Name) understand that:

♦ I am not considered to be a federal employee for any purpose other than for purposes of the Federal Tort Claims provisions published in 28 U.S.C. 2671 through 2680, and U.S.C., Chapter 81, relative to compensation for injuries sustained during the performance of work assignments;

♦ I am to conduct myself with honesty and integrity in the performance of my duties;

♦ I am to consciously safeguard government business that is deemed restricted and not for public information;

♦ This agreement may be terminated by me, my educational institution, or the U.S. Postal Inspection Service.

♦ A record of my attendance and an evaluation of my performance will be provided to me and my educational institution when my internship is completed.

___________________________________________                             _______________
Signature of Student                             Date

___________________________________________                             _______________
Signature of Witness                             Date

AGREEMENT FOR NON-SALARIED INTERNSHIP
(To be completed by the intern and their manager)

The purpose of this agreement is to establish the roles, responsibilities, and guidelines for the Inspection Service, the school and the student.

Mr. or Ms. (Insert Name) understands that:

1. He/she will be allowed to use the United States Postal Inspection Service as a source of research and assistance in preparation for his/her schoolwork in exchange for college credits.

2. He/she will not be compensated by the United States Postal Inspection Service for any activities or work performed. All work performed is on a “voluntary basis and remains the property of the United States Postal Inspection Service.”

3. He/she will not displace or supervise United States Postal Inspection Service employees.

4. This project does not and will not guarantee future employment as the result of the work performed.

5. The school will hold harmless the United States Postal Inspection Service and its officers, agents and/or employees for claims of damage or loss incurred by an intern.

6. The United States Postal Inspection Service is allowing this work to be performed at the request and the benefit of the intern.

SEPARATION FROM THE INTERNSHIP:

A student may leave the program for any of the following reasons:

- Change in curriculum which will not qualify the student for the internship
- Personal reasons
- Suspension, expulsion, or withdrawal from school
- Unsatisfactory work performance or failure to maintain academic standards
- Inability to physically perform duty
- Inability of the United States Postal Inspection Service to maintain this agreement with the student for administrative reasons
- For the violation and/or conviction of criminal activity or inappropriate behavior

___________________________________________                             _______________
Signature of Executive or Manager                              Date

___________________________________________                             _______________
Signature of Intern                              Date
U.S. POSTAL INSPECTION SERVICE CHICAGO DIVISION

STUDENT INTERN REFERENCE(S) RECOMMENDATION FORM (Page 1)

Student Intern’s Name:

I, hereby, waive my rights to see recommendations received from my references.

___________________________________________                             _______________
Signature of Intern   (Electronic Signature Accepted)                     Date

To the individual completing this form:

Part of the application process for the United States Postal Inspection Service’s college student interns includes three recommendations, one from a faculty member and two from employers and/or personal references (non-related). The United States Postal Inspection Service would appreciate a candid reference on the above named student.

1. How long have you known this student?
   □ 0 - 1 year
   □ 2 - 5 years
   □ 6 - 10 years
   □ 10 or more years

2. In what capacity have you known the student?
   □ Instructor
   □ Employer
   □ Other

3. Please list five adjectives that best describe the candidate:
   
   A.
   
   B.
   
   C.
   
   D.
   
   E.

1. How well the student adapt to a professional setting?

2. Why you believe this student would or would not make a successful intern.
**U.S. POSTAL INSPECTION SERVICE CHICAGO DIVISION**

**STUDENT INTERN RECOMMENDATION FOR REFERENCES (Page 2)**

Please rate the candidate in the following areas on a scale of 1 (poor) to 5 (outstanding).

<table>
<thead>
<tr>
<th>Area</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respect for others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discretion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Habits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Achieve Goals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analytical Thinking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please comment on any low ratings:

Which one of the following best describes your recommendation for this student?

- [ ] Highest recommendation
- [ ] Recommend, without reservations
- [ ] Recommend, with reservations
- [ ] Not recommend

_____________________________                             ______________
Handwritten Signature of Reference                            Date

Title:

Address:

Daytime Telephone Number:

Thank you for completing this form. Please send or email the completed recommendation pages to:

Postal Inspector Nick Bucciarelli  
U.S. Postal Inspection Service  
433 West Harrison, 6th Fl  
Chicago, Illinois 60669  
NJBucciarelli@uspis.gov