**FOREIGN NATIONAL STUDENT INTERN PROGRAM**

Number: 22-02

Open to:              All Interested Mexican Citizen Students

Position:               **GDL Internship – Consular Clerk**

Opening Date:      January 6, 2022

Closing Date:       **Until filled**

Duration:         Part-time; 20 hours/week. Schedule may be adapted to the student’s needs.

This is a volunteer position, under a Gratuitous Service Agreement. There are no benefits, compensation, or future employment rights attached to this internship.

**The U.S. Consulate General in Guadalajara is seeking a student for a Non Immigrant Visa Intern position.**

**Basic Function of Position**

The intern will perform technical and clerical phases of the American Citizens Services and nonimmigrant visa applications and issuance process, including entering applicant data; photographic image-capture;  printing of emergency U.S. passports; printing and placement in passport of machine-readable visas;  analysis, review, and processing of passport, Consular Report of Birth Abroad and visa applications; coordination with FedEx and DHL to receive and send visas, passports, and other documents.  Other clerical duties as required (shredding documents, restocking windows with documents, etc.)

**Qualifications**

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each criterion:

* Applicants must be enrolled in a post-secondary school pursuing a university degree.
* Fluent English and Spanish (speak/read/write).
* Proficient use of Microsoft Office (Word, Adobe, Excel).

**Minimum Eligibility criteria**

Only Mexican Nationals attending local universities are eligible. Students must have at least one year remaining on their school program, to apply for this position.

- Eligible students must meet the definition of a student as follows:

“An individual who is enrolled not less than half-time in a trade school, technical or vocational institute, junior college, college, university or comparable recognized educational institution. All Mexican National Student Intern Program applicants must have graduated from high school or equivalent secondary school prior to beginning the internship.”

**ALL APPLICANTS MUST PASS A RIGOROUS CERTIFICATION PROCESS PRIOR TO BEGINNING THEIR INTERNSHIP, WHICH CAN TAKE SEVERAL MONTHS TO BE COMPLETED.**

**Mission’s requirements for Mexican Student Interns:**

-Minimum age: Intern Program applicants must be at least 18 years of age at the time of application

-The student must be in good academic standing at their current educational institution. A minimum GPA of 8.0 is required.

-The student must receive a security certification from the Regional Security Office (RSO).

-The student must be covered by his/her own medical insurance, and must receive a medical clearance for employment from a certified physician (cost is the applicant’s responsibility).

**To apply:**

To be eligible for consideration the following documentation must be submitted to the HR Office via e-mail ([hrgdl@state.gov](mailto:hrgdl@state.gov)). Please refer to position in the subject line of e-mail, i.e. **GDL Internship Human Resources**

* Complete Application form.
* Statement of Interest: Asserting the student’s objectives and motivations in seeking the internship and how their academic courses and other experiences relate to the Mission’s goals/office needs.

The forms mentioned above are available at: <https://mx.usembassy.gov/jobs/guadalajara/>

* Signed letter from the educational institution recommending the student for the internship.
* Copy of current schools transcripts of academic (Cardex).
* Proof of health insurance coverage.