



Secretary's Honors Attorney Program Application Checklist

Name _____ Phone _____ Email _____

Application Materials:

- Cover Letter _____
- Resume _____
- Transcript _____
- Writing Sample _____
- Checklist _____
- Recommendation Letter (optional) _____

Law School _____ Year _____ G.P.A. _____ Class Rank _____

Law Review/Journal? (Y/N) _____ Judicial Clerkship? (Y/N) _____

Prior DHS Experience? (Y/N; if yes, where?) _____

Undergraduate School _____ Year _____ G.P.A. _____

Applying to:

DHS (NCR) only¹ _____ ICE OPLA only² _____ Both _____

ICE Applicants: If applying to ICE, please rank in order of preference only offices and regions for which you would accept an offer of employment.

Headquarters (Washington, DC) _____	Midwestern United States _____
National Capital Region _____	Texas _____
Southwest United States _____	California _____
Southeast United States _____	Louisiana _____
Northeast United States _____	No Preference _____

¹ DHS National Capital Region (NCR) rotations will include DHS Office of the General Counsel (Headquarters), as well as potentially the following component counsel offices in the NCR: Cybersecurity & Infrastructure Security Agency, Federal Emergency Management Agency, Transportation Security Administration, U.S. Coast Guard, U.S. Customs & Border Protection, U.S. Citizenship and Immigration Services, U.S. Immigration and Customs Enforcement, U.S. Secret Service. A rotation to the Federal Law Enforcement Training Center in Glynco, GA may also be an option.

² ICE OPLA Honors Attorney placements may be in the NCR (Headquarters or OPLA Washington), or in a field location outside of the NCR.