



## How to Apply for a Federal Job with USCIS

This guide will help you find open vacancies for USCIS positions and submit your job application for consideration. You can also visit the [USAJOBS Resource Center](#) for more information.

### How to Apply

Visit [USCIS USAJOBS](#) to search for vacant positions as described below:

#### Step 1 – Sign In

“Sign In” to your existing USAJOBS account or “Create an Account” on USAJOBS to begin the application process.

#### Step 2 - Search

At the top of the screen, you can use the two boxes “Keywords” and “Location” to begin your search.

The image shows a search interface with two input boxes. The first box is labeled "Keywords" and contains the placeholder text "Job title, department & agency, series". The second box is labeled "Location" and contains the placeholder text "City, state, zip, or country". To the right of these boxes is a blue "Search" button.

Once you’ve entered the information you want to search for, click on the blue “Search” box on the right.

NOTE: Advanced search features and filters will appear on the right hand side of the screen after you submit your initial search inquiry.

#### Step 3 – Review Jobs

A list of jobs matching your search criteria will come up. Review the announcements to find positions you are interested in. NOTE: the system default is set for all open positions; however, you may search for positions based on specific hiring paths (shown below).

The image shows a "Hiring path" filter section. It has two tabs: "Top filters" (selected) and "More filters". Under "Hiring path", there is a "Select all" link and a "Help" icon. Below are four filter options, each with an unchecked checkbox and a count in parentheses: "Open to the public (3)", "Federal employees (26)", "Veterans (6)", and "Individuals with disabilities (19)". At the bottom, there is a link that says "Show options with 0 jobs".

#### Step 4 – Review all Information

Open an announcement you would like to view and scroll down the page to look at all information provided. Be sure to click on the links to other web pages and expand the “How to Apply,” “Required Documents,” and “Additional Information” sections by clicking on the “+” sign next to each area.

#### Step 5 – Apply

If you find a position you are interested in and feel that you meet the “Job Requirements” listed in the announcement, click on the blue “Apply” box on the right side of the screen and follow the on-screen instructions to apply.

The image shows a blue "Apply" button with a red arrow pointing to it from the right. Below the button are two expandable sections: "How to Apply" and "Required Documents", each with a plus sign (+) to its right.



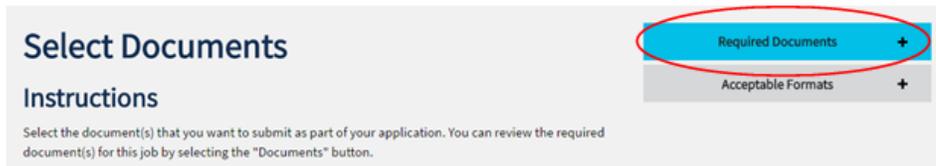
## Submitting Your Application

It's important to apply for the position as soon as possible to avoid any delays in processing your application and required documents.

Follow these steps to submit your application:

### Step 1 – Select Supporting Documents

First, USAJOBS will ask you to select a resume (**required**), or you can add a new resume and/or document(s) to send with your application. Next, you will be instructed to upload any required documentation (SF 50, veteran documents, etc.). **IMPORTANT:** You should review the “Required Documents” section carefully to ensure you select the appropriate documentation requested.



### Step 2 - Questionnaire

After asking you to voluntarily provide your demographic information and certify your application, USAJOBS will bring you to Application Manager to answer the online questionnaire. After these steps have been completed, click on “Continue” to submit the questionnaire.

### Step 3 – Documents

Here you will assign the supporting documents that you imported from USAJOBS in Step 1 to the appropriate document type by selecting from the dropdown menus. If the document you need was not imported from USAJOBS, you may upload it on this page. Select “Continue” when all documents have been identified.

Documents

Please assign the supporting documents you imported from USAJOBS to the appropriate document types listed below. If the document you need was not imported from USAJOBS, you may upload it directly into this application.

You **MUST** assign at least one supporting document for each **required** document type in order to submit your application.

Accepted Documents	Available Documents
Resume ( <b>required</b> )	<input type="text" value="Resume"/> 
Cover Letter	<input type="text" value="SF50"/>

### Step 4 – Review and Submit

Here, you will review each section of your application for accuracy before submitting. Click on “Submit Application” when review is complete. After you submit your application, you will be brought to a screen where you can select “View/Print Application” to review your information one more time.

You have until the closing date of the vacancy announcement to ensure your application is complete.



## Ensuring Your Application is Accurate and Complete

### Step 1 – Review Information

Click on your account at the top of the screen and select “Home” to access your application after you apply. A list of jobs that you have applied for will show on the screen, click on the “+” to the left of the position title to view more information as shown below.

**+** Immigration Services Assistant (OA)  
Citizenship and Immigration Services  
Las Vegas, Nevada  
Closes 5/10/2017  
Received  
Last updated 5/1/2017

In the overview of the application you selected, click on “Additional Application Information”. Here you can review your application information, supporting documents, and notifications.

**-** Immigration Services Assistant (OA)  
Citizenship and Immigration Services  
Las Vegas, Nevada  
Closes 5/10/2017  
Received  
Last updated 5/1/2017

**Application Status**  
Received  
Your application has been received for processing.

**Locations**  
Las Vegas, Nevada

**Work Schedule** Full-Time - Permanent  
**Job announcement number** CIS-10008526-LVG

**Series & Grade** GS-1802-5/7  
**Salary Range** \$33,092.00 to \$53,293.00 / Per Year

[Update Application](#) [Additional Application Information](#)

[Full job announcement](#) [Archive](#) [Help](#)

You will **not** be notified if you are missing information.

### Step 2 – Check Submitted Questionnaire

Make sure you have answered the occupational questionnaire truthfully, by clicking on “Additional Application Information” link, then “View / Print Application” as show below.

[Update Application](#) [Additional Application Information](#)  
[Full job announcement](#) [Archive](#) [Help](#)

**Application Information**  
Application Received: 5/2/2017 2:30 PM [View / Print Application](#)



### Step 3 – Confirm Required Documents

Make sure you have attached all of the required documents that support how you answered the questions, and ensure they were received successfully. A resume must be submitted for **all** job opportunity announcements. Once the documents have been uploaded successfully you can view them in Application Manager by clicking on the hyperlinked document title as shown below.

Supporting Documents				
Documents	Type	Name	Status	Date Submitted
✓ Resume (required)	Resume	<a href="#">Resume</a>	Processing	5/1/2017 12:05 EST
✗ Cover Letter				
✗ DD-214				

### Step 4 – Ensure You Submitted a Complete Application

If you submit an incomplete application, or if you misrepresent yourself in your application, you will be disqualified. You have until the closing date of the job opportunity announcement to ensure your application is complete.

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To inquire about the status of your application for a specific job opportunity announcement, please contact the Human Resources Operations Center through email at [HROCStaffingTeams@uscis.dhs.gov](mailto:HROCStaffingTeams@uscis.dhs.gov) or use the contact information listed in the job opportunity announcement.

To learn more about how hiring works and for tips on applying for federal jobs, visit these resources:

- [Hiring Process Connect Page](#)
- [USCIS Careers Website](#)
- [USAJOBS Resource Center](#)
- [USA.gov Website on Government Jobs](#)