DIPLOMACY
ENCOURAGES
FREEDOM
Student Internship Program

- PAID internship with the opportunity to work in a U.S. embassy or one of the many bureaus located in Washington D.C.
Student Internship Program

- Eligibility:
  - U.S. citizens
  - Minimum 3.2 GPA
  - Be able to receive either a Public Trust, Secret or Top Secret clearance
  - Undergraduate (juniors and seniors) or Graduate students
    - A student is an individual who is enrolled in a degree-seeking program in an accredited college or university
    - An applicant is considered a current or rising junior
    - Including associates transferring to an undergrad program
    - Only recent graduates are eligible if they are enrolled in a secondary degree program (provide offer letter upon acceptance)
  - PhD and JD students are not eligible
Student Internship Program

Application Required Documents:

• Resume
• Transcripts
• Essay questions (via the application)
Internship Fields of Study

- Public Administration
- Science and Technology (STEM)
- European and Eurasian Affairs
- African Affairs
- Western Hemisphere Affairs
- East Asian and Pacific Affairs
- Near Eastern Affairs
- South and Central Asian Affairs
- International Governmental Organizations
- Criminal Justice
- Information Technology
- National Security
- Economics
- Environmental Sciences
- Democracy
- Civilian Security
- Human Rights
- International Law
- Data Science
- Human Resources
- Logistics Management
- Cybersecurity
- Counterterrorism
- Public Policy
- Public Diplomacy and Public Affairs
- Facilities Management
- Law Enforcement
- Legislative Affairs
- Arms Control and International Security
Student Internship Program

Internship Compensation

• Hired as a temporary employee – GS-4 Level ($17.51/hr)
  • Domestic – DC locality Pay
  • Overseas – Per Diem (M&IE only)
    • Housing covered by post
• Earned Leave and Sick Leave
  • Standard 4 hours per pay period
• Travel is covered via E2
  • Includes associated costs (uber, luggage, etc)
• Housing is provided via PCSLodging
  • 1 or 2 bedroom apartments
  • Extended stay hotels in extreme cases
Student Internship Program

- **The Internship Experience:**
  - Participate in meetings with senior-level U.S. Government or foreign government officials
  - Draft, edit, or contribute to cables, reports, communications, talking points, or other materials used by policymakers in furthering U.S. foreign policy objectives
  - Support events, including international and/or multilateral meetings and conferences or
  - Engage directly with U.S. audiences in helping to explain the work of the Department of State or foreign audiences in helping to promote U.S. foreign policy and improve understanding of U.S. culture and society
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Next Steps & Important Dates:
• Vacancy Announcement is out! **Deadline: November 7th at 11:59 pm**
• Visit [USAjobs.gov](http://www.usajobs.gov)
  • Will need to submit a federal resume (recommend use their resume builder)
• Tentative notifications prior to the December Holiday break or after the New Year
• Internship Dates May to September (once Security Clearance is received)
Student Internship Program

Tips:
• Don’t wait until the deadline to apply
• Be flexible and open to your placement/field of study
Your Local Resource – Diplomat in Residence

Michelle Kayser
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@doscareers

U.S. Department of State
Student Internship Program

Questions???

Contact us at:
studentinternship@state.gov