



# *Department of State Internship Program Info Session September 22<sup>nd</sup>, 2017*

*Represent America to the World*





# Itinerary

- *Overview of the Department*
- *Overview of Student Programs*
- *Unpaid Internship Program*
- *Application*
  - *Statement of Interest*
  - *Choosing two Bureaus*
  - *Eligibility*
- *Selection Process*
- *Security Clearance Process*
- *Best Practices*
- *Questions?*





# U.S. Department of State History

- The oldest cabinet agency (1789)
- Thomas Jefferson was the first Secretary of State





# The Secretary of State: United States Highest Ranking Diplomat

- Serves as the principal advisor to the President on foreign policy issues
- Coordinates foreign policy issues for the U.S. government
- Implements the President's foreign policy decisions and programs
- Protects U.S. interests abroad





# Who We Are

- Approximately 61,000 employees
- 11,700 Foreign Service Americans
    - 6,700 Generalists
    - 5,000 Specialists
  - 9,300 Civil Service
  - 40,400 Foreign Service Nationals  
(non-US citizen employees at overseas missions)





# Where We Are



- Over 265 posts abroad in more than 180 countries
- Headquarters in Washington, D.C.
- Passport agencies and various field offices are located throughout the U.S.





# Where We Are in the World



Blue: WHA, Bureau of Western Hemisphere Affairs

Green: NEA, Bureau of Near Eastern Affairs

Purple: SCA, Bureau of South and Central  
Asian Affairs

Orange: AF, Bureau of African Affairs

Pink: EUR, Bureau of European Affairs

Yellow: EAP, Bureau of East Asian and  
Pacific Affairs



# Student Programs

- Student Internships - Summer, Fall, and Spring in Washington and overseas
- United States Foreign Service Internship
- Fellowships
- Pathways Programs
- Virtual Student Federal Service Internship

Visit [careers.state.gov](https://careers.state.gov) for details







# Unpaid Internship Program

- Internships offered in the U.S. (Domestic) and Abroad at Embassies and Consulates
- Domestically, students can intern in Washington D.C. at one of the many Bureaus in the nation's capital or at a regional or Field Office\*
- Internationally, students can intern at any U.S. Embassy or Consulate\*\*
- Internships are a minimum 10-Week commitment at 40 hours per week
- Open to all majors and minors

\* Students may select a Field of Regional Office to intern at their application (i.e. USUN, Passport Offices, etc.)

\*\* Some Embassies or Consulates may be unavailable due to the political climate (i.e. Russia)





# Unpaid Internship Program

## Application Processing Timetable

	Summer Internship	Fall Internship	Spring Internship
Application Opens	September	January	May
<b>Application Deadline (including all supporting documents)*</b>	<b>Mid-October</b>	<b>March 1st</b>	<b>July 1st</b>
Selection Process—Students under consideration may be contacted for interviews and may receive tentative offers directly from bureaus/posts	December	April	August
Selectees notified of selection by Student Programs Office in writing or via email	January	May	September
Applicants not selected notified via email by Student Programs Office	January	May	September
Security Clearances	February – April	June – August	October – December
<b>Interns Enter on Duty</b>	<b>Mid to late May – early July</b>	<b>September – October</b>	<b>January – February</b>
Internship Ends	August/September	December/January	April/May

\*Historically, applications for Summer internships are due mid-October, March 1 for Fall, and July 1 for Spring.





# Application: Statement of Interest

*“Submit a one-page (maximum 2500 characters-spaces included) Statement of Interest that describes your objectives and motivation in seeking an internship.”*

*Bureau representatives rely heavily on statements of interest in making their selections. Therefore, your statement of interest should be concise, well written, and it should tell your story. Explain how your academic courses and other personal experiences relate to the bureau(s), office(s), or overseas post(s) to which you are applying. You may discuss what you will bring to the work of the office or post, and what you hope to take away from the internship experience. You might highlight any disadvantages you may have overcome or relevant unique experiences. Also, you can expand on any of your answers to questions asked in the application, such as language ability or other special skills.*





# Application:

Statement of Interest... Explained

**Make sure your Statement of Interest is:**

- Concise
- Tells a story of who you are and how you can contribute to the Department of State
- Free of grammatical errors
- Explains how you serving the Department of State as an Intern will contribute to your future career goals
- Portrays interest in foreign policy and federal government
- Professional
- And, Original

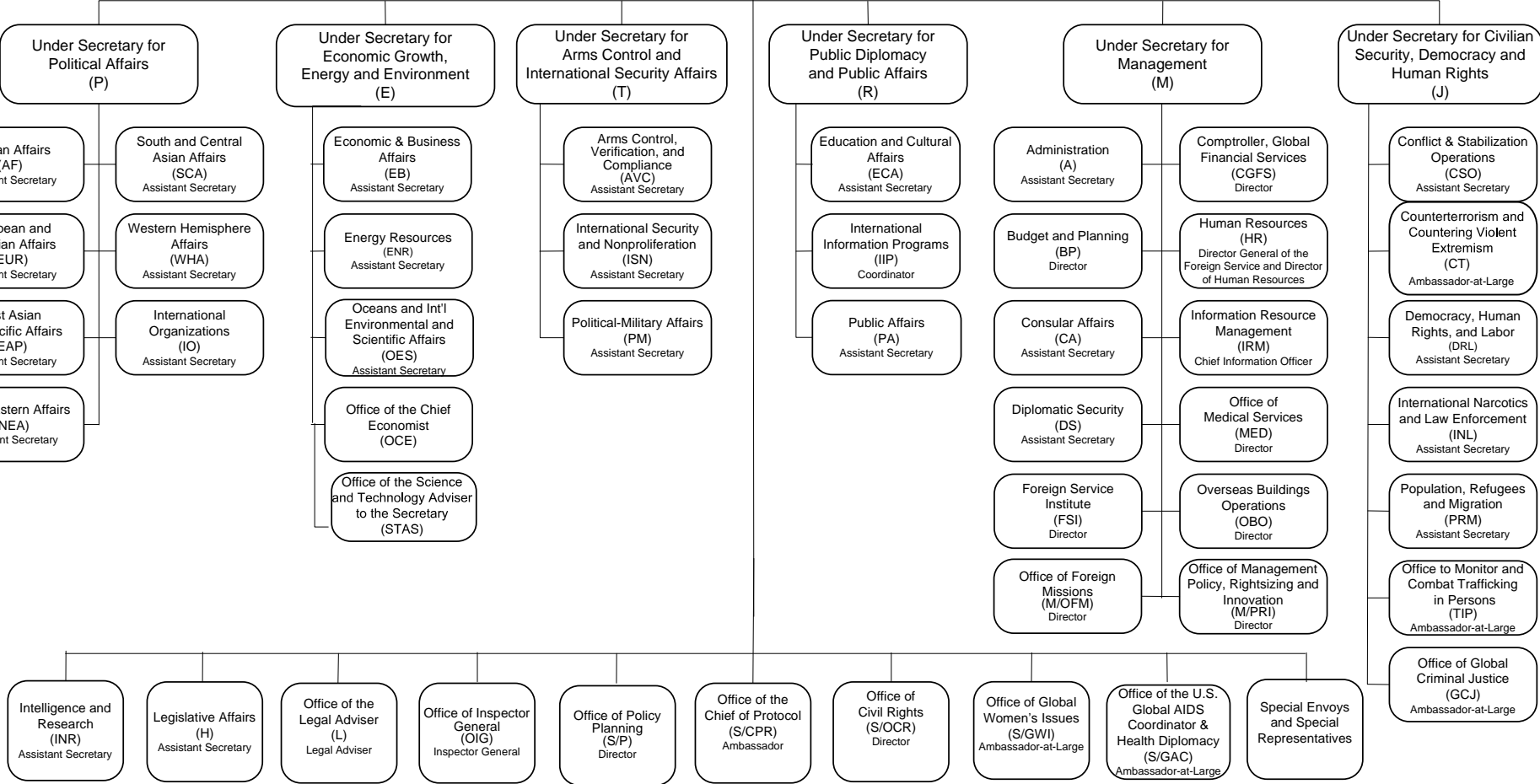
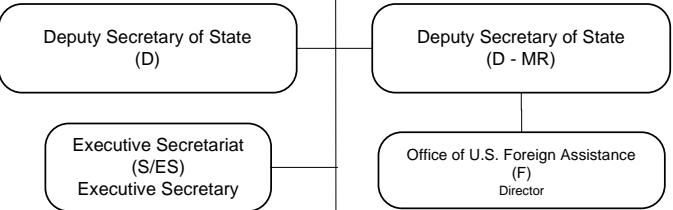
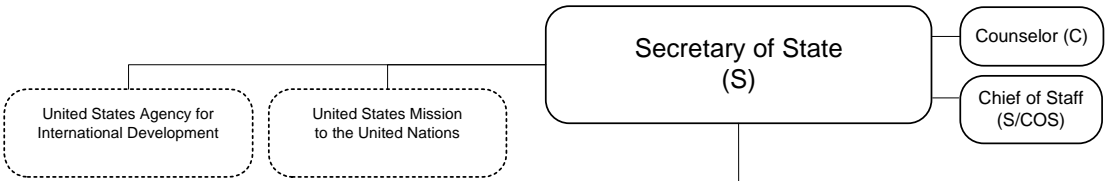




# Choosing Your Bureau

- On your application, there are over 250 different Bureaus, Offices, Embassies and Consulates to choose from
- You, as the applicant, can select two of those on your application to be considered for
  - This can be seen as very overwhelming...but don't worry, there are great resources to help you make this decision







# Choosing Your Bureau

- Resources:
  - careers.state.gov
  - Which Office is Right For You? Quiz
  - Student Programs Office
  - Current Intern Alumni

The screenshot shows the 'Which Office is Right for You?' quiz page on the U.S. Department of State Student Internship Program website. The page includes a navigation menu with 'LEARN', 'WORK', 'INTERN', and 'CONNECT'. The main content area features a sidebar with links to 'Which Program is Right for You?', 'Student Programs', 'Pathways Internship Programs', 'U.S. Department of State Student Internship Program', 'Student Internship Selection Process', 'Which Office is Right for You?', 'Other Student Programs', and 'Info for Parents & Advisors'. The main content area has a heading 'Which Office is Right for You?' and a disclaimer: 'This tool is to be interpreted as a guideline only. It is intended to help applicants in identifying bureaus to which their majors may relate. Bureaus and offices require a broad range of skills and academic backgrounds to accomplish their goals, and do not limit their selections to only those majors indicated here.' Below the disclaimer is a 'Choose Your Major:' dropdown menu set to 'All Offices'. The results section, titled 'Bureaus and offices that match your selected major:', lists the following bureaus: Administration (A), African Affairs (AF), Arms Control Verification/Compliance (AVC), and Budget and Planning (BP).





# Eligibility

- Be a United States citizen
- Be at least 16 years old
- Have at least a 3.0 GPA
- Be pursuing a baccalaureate or graduate degree.
- Be a college junior, senior, or graduate student.—You are considered a college junior if you will be starting your junior year immediately following the completion of your internship.
- Be enrolled in an accredited college or university on at least a half-time basis.
- Must be a continuing student—This means that you will be returning to or have the intention at the time of application of returning to your course of study the semester/quarter, immediately following the completion of your internship.
- Be able to receive and maintain a security clearance.







# Selection Process

There are several steps in the selection process; students should understand the following:

1. Completed Applications: The Student Programs Office receives the full application package of those eligible and then forwards to the bureaus/posts the applicants have selected.
2. \*Bureau/Post Selections: Individual bureaus/posts make their selections and then submit the request to the Student Programs Office. Bureaus/posts often:
  - Contact students directly for interviews
  - Seek confirmation of acceptance of an internship offer
3. Student Programs Office: Reviews and clarifies the bureau/post selections and coordinates the official notification to students selected
4. Primary/Alternate Selections: The Student Programs Office first notifies selected candidates via e-mail, informing them of whether they have been selected as a primary or alternate and initiating the security clearance process. Primary selectees are the bureau's or post's first choice. An alternate is chosen to replace a primary selectee in the event that a primary declines the offer or does not receive his/her security clearance.
5. Conditional Offer Letters: The Student Programs Office sends both primary and alternate selectees conditional offer letters, providing the specific selecting bureau/post. The letters also provide students a bureau point of contact.
6. Initiation of Security Clearance Process

\*All offers, made via phone or e-mail, directly from the bureaus/posts are considered tentative until verified by the central Student Programs Office.





# Security Clearance Process

Students tentatively selected for the program must undergo a background investigation and receive a security clearance. The clearance process generally takes approximately 60–120 days to complete from the time the forms are received by the Bureau of Diplomatic Security (DS).

Investigations may take substantially longer than 90 days if a candidate:

- has had extensive travel, education, residence and/or employment overseas
- has dual citizenship, foreign contacts, immediate family or relatives who are not citizens of the United States
- has a foreign-born spouse
- has a security, suitability, or medical issue to resolve

These issues could include current or a past history of drug or alcohol abuse, as well as a recent history of credit problems.





# Security Clearance Process

Further information regarding issues of dual citizenship and foreign influence is available at [careers.state.gov](http://careers.state.gov). Although these problems will not necessarily preclude you from receiving a security clearance, they will lengthen the time required to complete the clearance process.

A candidate's preliminary notification of acceptance will include instructions on how to initiate the security clearance electronically. When this letter is received, please complete the online clearance process by the date indicated. This is important! Diplomatic Security may be unable to process your security clearance request if you fail to meet that deadline.

**Dual Nationality/Close Family Ties:** Dual nationals, recently naturalized citizens, and applicants who have significant and close family ties to a particular country are encouraged **NOT** to seek an internship in that country. In such cases, there is a strong possibility that the applicant will either not receive the clearance in time to participate in the program, or be denied clearance altogether.





# Department of State Student Internship *Best Practices*





Questions?

