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STEPS TO BECOMING A STUDENT INTERN

STEP 1: CONFIRM YOUR ELIGIBILITY TO APPLY ?

The U.S. Department of State Student Internship Program is an unpaid internship program that provides students with substantive learning experiences in a foreign affairs environment, specifically at U.S. embassies, consulates, and missions throughout the world, at various Department bureaus located in Washington, D.C., or at Department offices around the United States.

To be eligible to apply for a Student Internship opportunity, you must be:

- A U.S. citizen at the time of application
- An undergraduate (juniors and seniors) or graduate student
- A college student (with a minimum 3.2 GPA) with at least 60 credit hours or 90 quarter hours
- A continuing student, i.e., returning to school in the immediately following semester/quarter after completing the internship
- Able to receive a favorable determination for **Low Risk/Non-Sensitive or Public Trust, or a Secret or Top Secret clearance**

[More Information on Eligibility Requirements](#)



STEP 2: DETERMINE WHICH OFFICE IS RIGHT FOR YOU

The "Which Office is Right for You?" tool can help you determine which of our offices and bureaus is the best fit for your academic major and interest. Our offices and bureaus require a broad range of skills and academic backgrounds, so we do not limit our selections of internship candidates to the majors indicated for each office or bureau.

[Which Office is Right for You?](#)

STEP 3: REGISTER TO "JOIN OUR TALENT NETWORK"

If you would like to receive notifications when internship opportunities are announced, we encourage you to sign up for email updates.

[Subscribe to Notifications](#)



STEP 4: SUBMIT YOUR APPLICATION

Applications and all required documentation must be submitted through the application on USAJOBS by 11:59 p.m. ET on the application close date. We encourage you to submit your application as early as possible. If there are any missing materials or if the application is submitted after the deadline, you will be disqualified from consideration.

[Go to USAJOBS](#)

STEP 5: INTERVIEW

If you meet the minimal qualifications listed in the internship opportunity, a hiring manager may contact you to schedule an interview. That's why it's important for you to make sure your contact information (both telephone and email) on your application is accurate.



STEP 6: RECEIVE A SECURITY CLEARANCE



Before your internship can begin, you must receive either a favorable determination for **Low Risk/Non-Sensitive or Public Trust, or a Secret or Top Secret clearance**; therefore, you should not make any irrevocable travel or housing arrangements until you are notified that you have been cleared to begin your internship.

Keep in mind that this process may take several months, as it requires you to complete the following:

- Electronic security questionnaire
- Fingerprint cards
- In-person interview with an investigator

[Information on the Security Clearance Process](#)

