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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 a paid 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: 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 3: 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 4: 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](#)

