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U.S. Department of State Paid Student Internship Program (SIP)



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BACKGROUND

The U.S. Department of State is seeking Americans from all majors and career fields to the paid Student Internship Program (SIP). The Department has a wide diversity of internship opportunities to explore how you can advance diplomacy on a global stage, no matter your career aspirations and background!

OVERVIEW

This is a paid internship with the opportunity to work in various bureaus located in Washington, D.C. as well as limited opportunities in New York, NY. This program is designed to provide substantive learning experiences aligned to your career aspirations in a foreign affairs environment.

While the duties of SIP participants vary from bureau to bureau and office to office, it is not uncommon for students to:

- 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.
- 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.

ELIGIBILITY

Applicants must be 18 and over, U.S. citizens, and currently enrolled as degree-seeking associate, bachelor, or graduate degree students in an accredited academic institution at least half time with a cumulative GPA of 3.2 or above.

Students must be rising juniors at a minimum when they start the program (having applied in their sophomore year or above). Participants must maintain their student status and GPA for the duration of the program and must return to school in the term *immediately* following completion of the internship. The student must be able to obtain and maintain a Secret security clearance.



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SELECTION

Step 1: The SIP team receives the full application package of those eligible and then forwards to the Selection Committee for review.

Step 2: The SIP Selection Committee reviews and selects finalists, including providing recommendations for host bureau placement. This is determined mainly by the needs of the Department, informed to the extent possible by the finalists' own interests and career aspirations.

Step 3: The SIP team reviews and confirms bureau selections and coordinates the official notification to students selected.

Step 4: The SIP team sends both finalists and alternate selectees conditional offer letters.

Step 5: Selectees (finalists and alternate selectees) are initiated in the security clearance process by the Bureau of Diplomatic Security (DS). DS Clearance Coordinators will assist selectees on their security clearance application. Once finalist selectees are granted a security clearance, the SIP team extends the cleared student a final offer letter to include their assigned host bureau. In the event that a finalist selectee does not receive a security clearance or declines their offer, a waitlisted student (i.e. cleared alternate) may receive an offer to backfill the position.

BENEFITS

Paid interns receive compensation at GS-04/Step 1 base pay. The U.S. Department of State covers reasonable travel expenses to and from the internship and assists with housing.

HOW TO APPLY

If you would like to be notified when the application opens, please sign up for email updates on <https://doscareers.com/SIPOP>. We recommend that you create an account, including an updated resume, on the **USAJOBS** website. Please do not forget to obtain a copy of your official college transcript as well.



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