

U.S. Department of State  
Student Programs



★ CAREERS REPRESENTING AMERICA ★  
[careers.state.gov](http://careers.state.gov)

# Student Programs

Today I will participate in a meeting on international environmental policy. I will help the world's economy grow in a more responsible manner.

And I will show the world a side of America it has never seen.

— Rina, Former Student Intern



Cuzco, Peru



Washington, D.C.



Manama, Bahrain

As an adventurous, intelligent, creative individual, you can show the world a side of America it has never seen. With your academic knowledge and cultural appreciation, you can experience an employment opportunity like no other.

Fight the war on terrorism. Promote U.S. commerce abroad. Help American parents adopt a baby. Monitor human rights. Support U.S. diplomatic relations with other countries.

As a participant in any of the U.S. Department of State's student programs, you will work on the front lines of international relations, serving our nation and working with others around the world to address pressing global issues. Whether in Washington, D.C., or in one of our 265 embassies and consulates around the world, students from many backgrounds and disciplines gain valuable experience and learn from experienced professionals — every day.

For those pursuing degrees in International Relations, Foreign Affairs, Political Science, History and other traditional majors identified with international affairs, we look forward to hearing from you. For others who are majoring in Economics, Journalism, Mathematics, Hard Sciences, Business, Management, Public Administration, Information Management or Engineering, we want you to know that we have a place for you, too. Even if you are still in high school, there's a program designed for you.

You can help transform societies into stronger democracies and full partners in the international community while building an extraordinary career. Our world has changed. Our foreign policy has changed. You can contribute to this change right here at the U.S. Department of State.

## Student Opportunities

### Student Internships

Working full-time in Washington, D.C. or abroad will prepare you for a career in foreign affairs. As an intern, you can work in a professional capacity on a wide variety of issues managed by the U.S. Department of State and its overseas missions. Internships last one academic semester or quarter, or for a minimum of 10 weeks during the summer.

### Cooperative Education Program

Earn valuable work experience, U.S. Department of State benefits and a salary as you complete your high school undergraduate or graduate studies. Flexible schedules let you apply your classroom studies to real-life issues and situations. Most positions are located in Washington, D.C.

### Student Disability Program

Temporary (summer only) and permanent employment opportunities are available for talented students with disabilities. The Department of Labor, Office of Disability Employment and Policy, refers students to us as well. The number of college credits and experience at the time of hire determine your salary.

### Stay-In-School

Work part-time while classes are in session, and full-time during your vacations, in paid office or administrative support positions. You'll help finance your education while obtaining valuable work experience. Performance-based promotions and benefits are part of the package.

### Thomas R. Pickering Foreign Affairs Fellowships

As an outstanding undergraduate or graduate student interested in pursuing a career in the Foreign Service, you may apply for this fellowship that offers tuition, room, board, and fees during your junior and senior years of college, as well as the attainment of a master's degree related to international affairs. In exchange, you must fulfill a service obligation. For specific details, visit [www.woodrow.org/public-policy](http://www.woodrow.org/public-policy).

### Summer Clerical Program

Obtain work experience and earn money to continue your education. New applicants are hired on a competitive basis, and selection is based on relevant experience and qualifications.

### Fascell Fellowship Program

Experience the cultures of Eastern Europe, the former Soviet Union or China as you serve your nation under this two-year program. Opportunities exist in all of the management, consular, economic, political or public diplomacy career tracks. The majority of fellowships are intended for teachers, scholars, academics, and graduates of advanced-level programs who are fluent in designated languages.

### Presidential Management Fellows Program

The U.S. Department of State participates in this government-wide program, which is managed by the Office of Personnel Management. It is designated for outstanding graduate students from a variety of academic disciplines. Additional details are available at [pmf.opm.gov](http://pmf.opm.gov).

## How to Apply

Eligibility requirements and application processes vary for each Student Program, Internship, and Fellowship opportunity. U.S. citizenship is required for entry into all programs.

For detailed information, visit [careers.state.gov/student](http://careers.state.gov/student)

[careers.state.gov](http://careers.state.gov)

U.S. Department of State  
Career Opportunities



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# Career Opportunities

Today I will help local businesses in El Salvador engage in trade with the United States. I will experience first-hand why the words 'free' and 'trade' work so well together.

And I will show the world a side of America it has never seen.

*Heidi, Foreign Service Officer, Economic Track*



Djenne, Mali



Washington, D.C.



Istanbul, Turkey



Angkor Wat, Cambodia

Our world has changed. Our foreign policy has changed. You can help transform societies into stronger democracies and full partners in the international community while experiencing an extraordinary career.

You can contribute to this change right here at the U.S. Department of State.

We employ culturally aware, adaptable, strategic-thinking problem-solvers from all walks of life. Whether in the United States, or at any one of our 265 overseas embassies and consulates, you will be directly involved with challenging issues that result in productive changes within our society. From improving trade opportunities for U.S. businesses to helping American couples adopt children from overseas, to monitoring human rights issues, to providing management supervision for embassy operations, you can make a difference.

**We are offering you the opportunity to represent America to the world.**

As a country, one of our greatest strengths is our diversity. When people of all cultures, races and religions represent America to the world, it is a clear statement about who we are and what our values mean in practice. Whatever your cultural, ethnic or economic background, we embrace, respect and value your perspective.

Whether you are a Foreign Service Officer, Foreign Service Specialist or Civil Service professional, you will experience the challenge and excitement of a career at the forefront of international affairs. You will have the opportunity to live and work with other cultures; travel abroad; participate in extensive professional development and training programs; and receive an incredible variety of family, medical, recreational and retirement benefits.

**Be part of our changing world and make a difference in our global society.**

## Civil Service

*There are hundreds of Civil Service career possibilities within the U.S. Department of State. No matter which one you choose, you'll be able to make a difference in the world while contributing to the mission of supporting the foreign policy of the United States of America. To help you decide which career is right for you, we have divided our many Civil Service positions into seven broad areas.*

### Business Management/ Finance/Economics/Accounting

Backed by specific degrees and experience, Financial Management Specialists, Accountants, Auditors and Budget Officers are responsible for the U.S. Department of State's finance function, providing their expertise to challenging assignments that range from developing projections and scenarios, to setting up, maintaining and assisting with records.

### Senior Executives

Working in a variety of managerial, supervisory and public policy-making positions, executives hold the responsibility of directing change and managing people through a results-driven philosophy, solid business acumen and excellent communication ability.

## Foreign Affairs and International Policy and Operations

Apply your interest, knowledge or expertise in foreign affairs and/or policy as a Foreign Affairs Officer, Passport and Visa Specialist, or a Public Affairs Specialist. You could work on transnational issues such as arms control, drugs, terrorism, environmental issues, or human rights; help American and foreign citizens; or prepare speeches and briefings to be communicated to U.S. citizens.

### Human Resources/Information Technology/Legal

Similar to any organization, the U.S. Department of State requires the experience of professionals who know how to hire the right people; design and implement systems and procedures for the rapid sharing and storing of information worldwide; and provide legal advice and negotiate treaties and contracts.

### Office Support

The smooth operation of the U.S. Department of State is dependent on our Clerks, Secretaries, Office Managers, and Assistants working in positions that may be used as an entry level to great responsibility, or as a complete career path.

## Engineering

Specialized degrees and experience qualify our experts for a variety of opportunities in Electronic Engineering, Architecture, Facilities Management, and Real Estate. Using practical and creative problem-solving skills, these positions are responsible for highly advanced electronic systems and devices in a secure, worldwide environment, in addition to designing, building, acquiring, and maintaining global embassies, consulates, office buildings, and compounds.

## International and Domestic Security

Protect America at home and abroad as an Intelligence Analyst, Criminal Investigator, or Security Specialist. Using your specialized degree and expertise, you may gather information on terrorist incidents and other criminal activities that pose potential threats; conduct background investigations and investigate passport and visa fraud; or protect U.S. and overseas employees, property, buildings and information against terrorists, foreign intelligence agents and criminals.

## Foreign Service

*Our Foreign Service employees are located in U.S. embassies and consulates around the world, as well as in Washington, D.C. Every day, Foreign Service Officers and Specialists represent America to the world, promoting peace, stability and prosperity. They advocate American foreign policy; protect American citizens; nurture U.S. trade and business; supervise embassy operations; and solve problems for Americans overseas.*

### Foreign Service Officer

As a Foreign Service Officer, you will have an opportunity to apply your education, knowledge, and professional and personal experiences to help promote America's interests abroad. Foreign Service Officers face a variety of ever-changing challenges, which include screening visa applicants and issuing visas; developing and managing creative cultural awareness and information programs; and analyzing and reporting on issues such as HIV/AIDS, human rights, fair trade, and technology.

## Foreign Service Specialist

Within the U.S. Department of State, you will find a group of Foreign Service Specialists who are instrumental in the daily operations of U.S. embassies and consulates abroad. To maintain an efficient and effective organization, we require experienced professionals with specific skills in financial, technical and support services areas. Opportunities exist in 19 different areas of specialization, ranging from construction engineering to information technology, to the medical and health fields.

As either a Foreign Service Officer or Foreign Service Specialist, you'll receive health and medical coverage, extensive language training and professional development, federal retirement benefits, paid education for dependent children K through 12, and generous paid leave. When serving overseas, the U.S. Department of State will provide excellent paid housing or a housing allowance.

As an added bonus, you'll have an unprecedented chance to see the world and experience different cultures.

## How to Apply

*U.S. citizenship is required for all U.S. Department of State career opportunities.*

### Civil Service and Foreign Service Specialists

Vacancy announcements are posted by the U.S. Department of State as positions become available. Visit [careers.state.gov](http://careers.state.gov) often to learn more about current opportunities.

### Foreign Service Officer

The Foreign Service Written Exam is the first step in the hiring process for Foreign Service Officers. Information on the next exam is available on our website:

[careers.state.gov](http://careers.state.gov)

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