



The Selection and Clearance Process

How Interns are Selected

The Intern Coordinators Office receives all applications and reviews them to ensure that they are complete and that applicants meet the eligibility criteria. Applications are then forwarded to the bureaus identified by the applicant. Bureau representatives evaluate applicants based on the application materials. Foreign language ability is an important factor in placement for internships abroad. Completing some academic studies relevant to the type of work you wish to perform increases your competitiveness.

The bureau or office to which the Intern Coordinators Office submits the applications may make a verbal offer to an applicant. However, the offer is not "official" until selectees receive written notification from the Internship Program's Office. This notification is a tentative offer to participate in the internship program. A final offer is contingent upon complete investigation and issuance of a security clearance. Those who are not selected for internships will also be notified by mail. So that we may contact you as soon as possible, please make sure that any changes of address after you apply are updated immediately in your applicant profile.

Student Internship Program
Recruitment Division
U.S. Department of State
Room H518
2401 E St., NW
Washington, DC 20522-0108

Security Clearance Process

Students tentatively selected for the internship program must undergo a background investigation and receive either a Secret or Top Secret security clearance. The clearance process takes approximately 90-120 days to complete from the time the forms are received by the Bureau of Diplomatic Security (DS). Investigations may take substantially longer than 120 days if you have had extensive travel, education, residence and/or employment overseas, or if you have dual citizenship, foreign contacts, immediate family or relatives who are not citizens of the United States and/or a foreign born spouse or if there is a security, suitability, or medical issue to resolve.

These issues could include a current or past history of drugs or alcohol abuse, as well as a recent history of credit problems. Further information regarding issues of dual citizenship and foreign influence is available at 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. The appropriate security forms you will need to complete will be included with your preliminary notification of acceptance. When you receive these forms, please complete, sign, and return them by the date indicated in the letter. **This is important!** DS may be unable to process your security clearance if you fail to meet the deadline.

Random Drug Testing

All interns serving in positions which require a clearance for access to information classified as Secret or above will be subject to the Department's random employee drug-testing program.

Final Offer of Appointment

After all procedures are completed and clearances obtained, interns assigned domestically will be contacted by the Intern Coordinator's Office with an official, final offer of appointment. The Bureau Coordinator normally contacts interns assigned abroad. Travel to Washington, D.C. or abroad for purposes of reporting for duty should not be done until you receive an official offer of appointment from either the Intern Coordinator (for domestic assignments) or the Bureau Coordinator (for overseas assignments) confirming the granting of your security clearance and permission to report for duty. The office or post to which you are assigned will be unable to employ you until you have been fully cleared.

Note: A recent Federal law requires denial of a passport to any spouse certified by the Department of Health and Human Services as being more than \$5,000 in arrears on child support.