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Student Programs

The U.S. Department of State offers programs that help students gain experience and insight into our work, as well as a number of fellowships that assist in funding your education and can lead to employment. For more information and to learn about our many student programs and career opportunities, visit careers.state.gov. There, you can also register under "Keep Me Informed" to receive updates on open vacancies and other relevant information.

The U.S. Department of State offers two types of student internship programs. For more information, visit: careers.state.gov/intern/which-program-is-right-for-you.

1. **U.S. Department of State Unpaid Student Internships** are offered during the Fall, Spring, and Summer semesters in Washington, D.C., and at U.S. embassies and consulates overseas. These 10-week positions are unpaid. To apply, you must be a U.S. citizen, have completed at least 60 credit hours at an accredited university by the time the internship begins, have at least a 2.5 GPA, and be enrolled in school the semester prior to and immediately following your internship. Both graduate and undergraduate students are encouraged to apply. Historically, applications for Summer internships are due November 1, March 1 for fall, and July 1 for spring. For more information and to check specific application deadlines, visit careers.state.gov/intern/student-internships.
2. **Pathways** is a federal government-wide program designed to introduce students and recent graduates to a career in federal service. For more information and to apply, visit www.usajobs.gov/StudentsAndGrads.
 - a. **The Internship Temporary Experience Program (ITEP) and the Internship Experience Program (IEP)** offer paid employment for students while they attend school. To be eligible, you must be a U.S. citizen; at least 16 years old; and enrolled or accepted as a student (full-time or part-time) in a qualifying high school, vocational school, undergraduate program, or graduate program, with a GPA of at least 2.0. For more information, visit: careers.state.gov/intern/pathways
 - b. **The Recent Graduates Program** hires U.S. citizens who have completed a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree, or certificate from a qualifying educational institution within the last two years (up to six years for veterans who were precluded from applying due to military service). These one-year (or two-year program for Passport Specialists), paid, full-time positions include training and development, and candidates who successfully complete the program may be eligible for conversion into the Civil Service. For more information, visit: www.opm.gov/policy-data-oversight/hiring-authorities/students-recent-graduates/#url=graduates.



I've experienced the satisfaction of seeing an idea grow from infancy into a program that impacts foreign policy abroad.

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- c. **The Presidential Management Fellowship (PMF) Program** is the premier leadership development program in the federal government for candidates who have completed an advanced degree within the last two years and have a clear interest in public service. The Office of Personnel Management (OPM) manages this two-year, full-time program. Applications are typically accepted annually in November. For more information, visit www.pmf.gov.

In addition to the two main internship programs, the U.S. Department of State partners with several other organizations to offer student opportunities.

The Workforce Recruitment Program for College Students with Disabilities offers highly-motivated postsecondary students and recent graduates with disabilities a chance to apply for paid, full-time summer positions in Washington, D.C. Grade (pay) level is determined by college credits and experience at the time of employment. Hiring is for the summer only. To apply, candidates must be a U.S. citizen, have a substantial disability, and be enrolled or accepted for enrollment as a degree-seeking student at an accredited institution of higher learning on a full-time basis. For more information, visit www.wrp.gov.

The Charles B. Rangel International Affairs Program offers graduate fellowships to 30 outstanding college seniors and graduates from all ethnic, racial, and social backgrounds who want to join the Foreign Service. The Fellowship helps finance two-year graduate programs in the U.S., provides two paid internships (one Congressional and one at a U.S. Embassy or Consulate abroad) and facilitates entry into the Foreign Service for Fellows who successfully complete the program. **The Rangel Scholars Program** accepts 15 undergraduates to participate in a six-week Summer Enrichment Program to prepare global-minded undergraduates for careers in international affairs. Both programs seek applicants with a strong academic background, a commitment to service, and an interest in making a difference in the world. For more information, visit www.rangelprogram.org.

The Thomas R. Pickering Foreign Affairs Fellowship seeks to attract 30 outstanding college seniors and graduates from all ethnic, racial, and social backgrounds with an interest in pursuing a Foreign Service career. The Fellowship includes funding toward tuition, room, and board for two years of graduate study in the U.S. and provides two internships with the U.S. Department of State: one in Washington, D.C., and one at a U.S. Embassy or Consulate abroad. The Department facilitates entry into the Foreign Service for Fellows who successfully complete the program requirements. For more information, visit <http://woodrow.org/fellowships/pickering>.

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Foreign Service Officers

Protecting America's Interests at Home and Abroad

America's foreign policy is designed to amplify the nation's voice and extend its reach in areas critical to the daily lives of its citizens. We work to ensure that our country's diplomatic leadership enhances our economic, food, and energy security and stability, and reflects American values.

With your diverse educational and cultural backgrounds, perspectives, and knowledge, and exceptional analytical and problem-solving skills, you can become part of America's leadership, contributing your innovative thinking and global perspective to support and expand our efforts worldwide.

As a U.S. citizen, you are America. And you can represent America to the world.

All Foreign Service Officers/Generalists enter the Foreign Service by selecting one of five career tracks. All career tracks engage with host government officials, private sector leaders, civil society members, and international organization officials.

1. **Consular officers** assist Americans overseas and manage visa operations.
 2. **Management officers** provide the operations support platform for diplomacy.
 3. **Economic officers** promote economic partnerships, free markets, and trade.
 4. **Public Diplomacy officers** explain American values and policies.
 5. **Political officers** analyze and report on political issues.
- All tracks build communication between the United States and the host country.
 - All officers have opportunities to serve in different career tracks over a career. We seek the same qualities and are judged by the same skills criteria in all career tracks.
 - **The Foreign Service Officer Test (FSOT) is offered in February, June, and October each year.** Prospects are eligible to take the test once per year.



I know that my work is helping to end discrimination and protect the rights of women worldwide.

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Becoming a Foreign Service Officer

- Choose a career track
- Register for and take the Foreign Service Officer Test (FSOT)
- If you pass the FSOT, submit your Personal Narratives (PN) to the Qualifications Evaluation Panel (QEP) for review.
- If you are invited to the Oral Assessment, schedule and take the Oral Assessment.
- If you pass the Oral Assessment, you must obtain Medical and Security Clearances.
- Once you pass the clearance process, you will go through a Final Suitability Review Panel.
- Once fully cleared, you will be placed on a hiring register. As new orientation classes are formed, those on the register are invited to join the Foreign Service.

Additional considerations: Veterans preference and foreign language proficiency

The basis of the QEP is to evaluate the PNs based on the following six precepts or skills: Leadership, Interpersonal, Communication, Management, Intellectual, and Substantive.

All successful candidates must demonstrate the 13 Dimensions that reflect the skills, abilities, and personal qualities deemed essential to the work of the Foreign Service.

These dimensions, along with additional information, can be found in the Oral Assessment Study Guide for Foreign Service Officers:

<http://careers.state.gov/uploads/c2/96/c296f76a31f8424539be83500e225221/FSO-OA-Study-Guide-May-2014.pdf>

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Foreign Service Specialist

Using Specialized Expertise to Protect America's
Interests at Home and Abroad

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With your diverse educational and cultural backgrounds, perspectives, and knowledge, and exceptional analytical and problem-solving skills, you can become part of America's leadership, contributing your specialized skills, innovative thinking, and global perspective to support and expand our efforts worldwide.

As a U.S. citizen, you are America. And you can represent America to the world.

Specialists work in eight (8) different areas: Administration, Construction Engineering, Facility Management, Information Technology, International Information and English Language Programs, Medical and Health, Office Management, and Security. They work in embassies and consulates across the globe. Candidates should be worldwide available.

Foreign Service Specialist Career Tracks

Administration:

- Facility Manager • Financial Management Officer
- General Services Officer • Human Resources Officer

Construction Engineering:

- Construction Engineer

Information Technology:

- Information Management Specialist (full-range: radios to computers)
- Information Management Technical Specialist (3 Tracks: Digital, Radio, and Telephone)



I've discovered that my technical expertise
has a global impact on counter-terrorism.

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International Information and English Language Programs:

- English Language Officer
- Information Resource Officer (librarian/database manager)

Medical and Health:

- Health Practitioners • Regional Medical Officer
- Regional Medical Officer/Psychiatrist • Regional Medical Technologist

Office Management:

- Office Management Specialist

Security:

- Diplomatic Security Special Agent • Diplomatic Courier
- Security Engineering Officer • Security Technical Specialist
- Security Protective Specialist • Supervisory Security Protective Specialist

For more information on each career track, including current employment opportunities, visit: careers.state.gov/specialist.

Foreign Service Specialist Selection Process

1. Submit Your Application
2. Initial Review
3. Qualifications Evaluation Panel (QEP)
4. Writing Exercise
5. Oral Assessment
6. Placement on a Register
7. Foreign Languages
8. Clearances: Medical and Security
9. Final Review Panel
10. Register of Cleared Candidates

An Oral Assessment Study Guide for Foreign Service Specialists is available at: careers.state.gov/resources/downloads/downloads/foreign-service-specialist:-oral-assessment-study-guide-2012

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Civil Service

Work in the United States, While
Strengthening Diplomacy Worldwide

As the lead foreign affairs agency, the U.S. Department of State is dedicated to protecting and strengthening America's interests abroad. America's foreign policy is designed to amplify the nation's voice and extend its reach in areas critical to the daily lives of its citizens. We work to ensure that our country's diplomatic leadership enhances our economic, food, and energy security and stability.

With your diverse educational and cultural backgrounds, perspectives, and knowledge, and exceptional analytical and problem-solving skills, you can become part of America's leadership, contributing your innovative thinking and global perspective to support and expand our efforts worldwide.

To learn more about the occupational categories listed below, please visit:
<http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

Top 10 Civil Service Careers

Foreign Affairs
Management/Program Analysis
Passport/Visa Services
Public Affairs
Contract Procurement

Human Resource (HR) Management
Financial Administration/Program Management
Accounting/Auditing
Budget Analysis
Information Technology Management

To learn more about a Civil Service career with the U.S. Department of State, visit the Civil Service Selection Process page (<http://careers.state.gov/work/civil-service/selection-process>) on careers.state.gov. To receive ongoing notifications, make sure to register under "Keep Me Informed."

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My business experience, coupled with my multi-media skills,
is helping to clarify America's foreign policy abroad.

I am diplomacy. I am America.

