



OPENING ANNOUNCEMENT: Foreign National Student Intern Program U.S. Embassy Seoul



What It Is

The Foreign National Student Intern Program is designed for students who are non-U.S. citizens seeking internships with U.S. Missions abroad. The program benefits both posts and students by providing the foreign national students with valuable educational experience in U.S. Missions and by assisting posts in accomplishing their mission goals. The purpose of the Foreign National Student Intern Program is to offer students the challenge of working in a foreign affairs arena and at the same time profit by their assistance. There are no benefits attached to this internship and no compensation, nor any future employment rights. The program is open to all students and provides the opportunity to work for a short period (not more than six months) in the Embassy to gain experience in various areas of foreign policy and management.

Who We Are

The U. S. Embassy in Seoul is comprised of various U.S. Government agencies. The Department of State, the primary presence at the Embassy, is the official international relations arm of the President of the United States. The Department is responsible for formulating, implementing and supporting U.S. foreign policy, assisting U.S. citizens abroad and managing the human and material resources that provide the platform for U.S. foreign policy. Members of the Department's Foreign Service and Civil Service are engaged in issues such as conflict resolution, nuclear non-proliferation, human rights and democracy, environmental issues, world trade, public diplomacy, and the promotion of the interests of Americans and their businesses abroad. Department of State employees are also involved in support and management issues -- improving logistical systems to get the best possible value for tax dollars. From time to time, a limited number of positions may become available for student interns who will work with Department of State (DOS), Foreign Agricultural Service (FAS), and Foreign Commercial Service (FCS) offices in the Embassy.

Program Requirements

The Student Intern is Not Considered a Federal Employee

A student participating under this program is not considered to be a federal employee of the U.S. Embassy for any purpose other than injury compensation or laws related to the Tort Claims Act.

No Compensation

No compensation or benefits are offered in connection with program. Performance evaluation report will be provided at the end of their internship, if the interns request.

No Creditable Service

Participation and service in the Foreign National Student Intern Program is **NOT** creditable for leave accrual or any other employee type benefits.

Minimum Eligibility Criteria

Eligibility Criteria in General

Only students who are non-U.S. citizens in Korea are eligible for the intern program, including any non-host country foreign nationals who are legal resident students of the host country, 18 years of age, and who are enrolled in a university, college, or junior college of not less than half-time. Non-host country foreign nationals are required to submit the same documentation as the other applicants, plus documentation proving legal resident status.

Definition of Student

Eligible students must also meet the definition of a student, pursuant to Title 5 USC 3111, as follows:

"3111. For the purpose of this section, 'student' means an individual who is enrolled, not less than half-time, in a high school, trade school, technical or vocational institute, junior college, college, university or comparable recognized educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the Embassy that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim."*

*NOTE: All Foreign National Student Intern Program applicants must have graduated from high school or equivalent secondary school prior to beginning their internship.

Minimum Age

The intern program applicants must be at least 18 years of age at the time of appointment.

Potential

The student must have demonstrated potential to accomplish the type of work to be performed, as demonstrated by transcripts and/or courses taken.

Transcript and Permission

The student must be in good academic standing at his or her current educational institution and provide a certified transcript to verify it, and must provide written permission from the educational institution in which the student is enrolled to participate in the Foreign National Student Intern Program.

Certifications

The student must receive a security certification and a medical certification once selected for the program and before starting to work. The selected applicant is responsible for obtaining the medical certification.

Medical Insurance

The student must be covered under the ROKG's Health Insurance Program on his/her own.

Types of Assignments

Interns can be assigned duties that may include research, economic and political report writing, correspondence, information systems, analysis of international issues, consular work, administrative duties, property management, procurement, financial management, and personnel management.

Selection Process

1. Once the applications are collected, each employing section reviews them.
2. Selected candidates will be contacted for interviews by the Embassy.
3. Once all personnel procedures are completed, then preliminary selection(s) are made, the Human Resources Office will send an official letter extending an offer to participate in the program to all those selected. This letter will include information on the position, the dates of the program (will be arranged between the student and the employing section) and the work location.
4. Selected candidate will be required to bring a medical certification.
5. Final selection is contingent on passing medical and security checks.

* The U.S. Mission is committed to fair and equitable treatment for all without regard to race, color, religion, sex, or national origin, age, disability or sexual orientation.

How to Apply

Interested students for this program must submit the following no later than **August 21st, 2020**:

1. Statement of Interest
2. Letter of Permission
3. Academic Record (Must be in good academic standing)
4. Certificate of Studentship (Optional)

Completed applications should be sent to the U.S. Embassy Human Resources Office. **Applications will not be considered without full submission of documents.**

Mail: U.S. Embassy Seoul
ATTN: Human Resources Office (FNSIP)
188 Sejong-daero, Jongno-gu
Seoul 03141 Korea

Email: SeoulFNSIP@state.gov

Fax: 02-397-4107