



U.S. Embassy in the Philippines - Foreign National Student Intern Program

ANNOUNCEMENT: Our Local Internship Program is still currently on-hold until further notice. You may read the following information for future reference.

If you are an American Citizen and would like information regarding internships, please follow this link: Internships for U.S. Citizens (<http://www.careers.state.gov/>). For all other nationalities please continue below. Read the information on this page in its entirety before you send an inquiry.

What is the Foreign National Student Internship Program (FNSIP)

The Foreign National Student Internship Program or (equivalent to internship program for local students) 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 three months) in the Embassy to gain experience in various areas of foreign policy and management.

Who We Are

The U. S. Embassy in the Philippines is comprised of about 27 different 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 and 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 State Department offices in the Embassy.

Program Requirements

This program must be in accordance with U.S. law, as well as conform to host government law. For example, the Post would be in violation of U.S. law if they allowed an individual who is not within the definition of a student as set forth in 5 USCS 3111 to participate in the Foreign National Student Intern Program at the U.S. Mission.



The Student Intern is NOT considered a Federal Employee.

A student participating under this program is not considered to be a Federal employee 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. All interns will be provided with a performance evaluation at the end of their internship.

No Creditable Service

Service is NOT creditable for leave accrual or any other employee type benefits.

Minimum Eligibility Criteria

Only students who are non-U.S. citizens in the Philippines are eligible for the intern program, including any non-host country foreign nationals who are legal resident students of the host country. Non-host country foreign nationals are required to submit the same documentation as the other applicants, plus documentation proving legal resident status.

To be considered for the FNSIP, students must have graduated from high school or equivalent secondary school prior to beginning the program and must be at least 18 years old. Also, there is not a break of service for purposes of this requirement if an individual is receiving academic credit for the internship, even if not otherwise taking classes.

Minimum Age

Students must be at least 18 years old at the time of participation in the program. However, since the FNSIP must also be consistent with local law with respect to the employment of minors, the minimum age may need to be higher than 18 at some posts, depending on local law.

Citizenship/Legal Residence

The FNSIP is only open to students who are either citizens or permanent legal residents of the host country. For permanent legal residents, post must verify the citizenship or legal residency status and authorization to work, if work authorization is needed for participation in a student volunteer program.

Potential

The student must have demonstrated potential to accomplish the type of work to be performed.

Transcript and Permission

Applicants must be in good academic standing at their current educational institution and must provide a certified transcript verifying this. Applicants must also provide written permission from the educational institution at which they are currently enrolled to participate in the FNSIP.



Medical Insurance

The student must have his/her own medical insurance, at least for the duration of internship.

Types of Assignments

Participants in the FNSIP may be involved in the following issues: research, economic and political report writing, correspondence, information systems, analysis of international matters, consular or visa matters, administrative issues, budget and fiscal issues, human resources management issues, etc., so long as the tasks are consistent with the program requirement of providing an educational experience to the student. Due to obvious and inherent physical and safety risks, the FNSIP must not involve strenuous physical or manual labor, operation of motorized equipment, heavy lifting, or other high-risk activities. The Post Occupational Safety and Health Officer (POSHO) may grant exceptions on a case-by-case basis in consultation with the Office of Safety, Health, and Environmental Management (OBO/OPS/SHEM). Any exception, however, must be consistent with the program requirement to provide an educational experience to the student and must be consistent with local law requirements.

Summary Procedures on How to Apply for Foreign National Student Internship

Before you begin, please be reminded of the following:

- This is NOT an offer of U.S. Government employment.
- There will be NO benefits, leave accrual, or credit.
- There will be no compensation.

Steps to Complete:

1. Complete the following forms:
 - Application/Resume
 - Statement of Interest
 - Legal residency documentation
 - Obtain written permission from school and letters of recommendation, as applicable.
 - Request that the school send an official transcript of academic standing to the Human Resources Office. (Letters should be addressed to the Human Resources Office)
2. Submit all documents in Step 1 above including any certifications, licenses and proficiencies as required to the U.S. Embassy in the Philippines Human Resources Office.
3. Be available for interview when/if called. English skills will be tested as part of the interview process. If selected, be available for medical and security certifications.
4. ALL DOCUMENTS MUST BE INCLUDED IN YOUR APPLICATION PACKET. INCOMPLETE APPLICATIONS ARE NOT ELIGIBLE AND WILL NOT BE REVIEWED.



Selection and Offer

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.

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 and the work location. Final selection is contingent on passing medical and security checks.

Security and Medical Certification

Applicants must receive a successful security certification and medical certification from post prior to beginning the program.

Documentation

Post will need to work with academic institutions and/or schools to establish the proper documentation or evaluation requirements for each respective institution. Post should not sign any agreements with academic institutions and/or schools without review by HR/OE and L/EMP.

Internship Opportunities in Different Offices/Sections

(When applying, you may choose 3 offices/sections by order of preference).

Skills and background should be appropriate to any openings for which you apply. All applicants must have strong Tagalog and English language skills.

1. Public Affairs Intern (Information Section)

Provide support for various outreach programs and events, including video projects, arranging media interviews and press conferences, as well as writing and research for the development of strategic communications plans around U.S. Embassy priorities. May also assist with developing content for the U.S. Embassy website and social media platforms. Those interested in media and communications work, who are good writers with lots of energy and creativity are encouraged to apply.

2. Public Affairs Intern (Cultural Affairs Section)

Assist with cultural and press office projects, including organizing events and workshops; drafting reports on programs and events; compiling and editing guest lists; summarizing local media content; and conducting research on trends in public opinion, education, and social media. May also assist in updating the Public Affairs Section's contact list, website, and other tasks as assigned. Applicants should have good written and spoken English, familiarity with basic social media platforms, and an interest in planning and organizing events.

3. Public Affairs Intern (EducationUSA)

EducationUSA, supported by the U.S. Department of State, is an advising network found in over 170 countries worldwide and provides accurate, comprehensive, and current information to prospective students interested in pursuing postsecondary educational opportunities in the United States. The intern will help with outreach and activities in metro-Manila, perform administrative tasks, plan and execute events, and assist with marketing and



social media. Candidates should be enthusiastic, have strong English language, communication, and problem-solving skills, well-versed in Microsoft Office programs, and able to work independently. Applicants familiar with U.S. higher education or who have studied abroad or completed exchange programs are especially encouraged to apply.

4. Public Affairs Intern (American Center Manila)

The Public Affairs Section (PAS) maintains a network of American Spaces across the Philippines (AmSpacesPH), which include the American Center Manila, located inside the U.S. Embassy, and 14 American Corners (ACs) in key locations throughout the country. American Spaces are physical spaces and collaborative laboratories where citizens can explore American culture and ideals and be inspired by new ideas, skills, and opportunities that have the power to bring positive change to individual lives and communities. American Center Manila is looking for an undergraduate intern to assist with American Spaces Philippines various programs and events. The intern will perform administrative tasks and help in the implementation of programs. Candidates should possess leadership abilities with good communication skills. Other important skills and experience include, but are not limited to, graphic design; photo and video editing; use of digital engagement tools and platforms (social media and webinars); website development; Science, Technology, Engineering, Arts, and Mathematics (STEAM); Makerspace programming; and Project Management. This is a part-time unpaid internship.

5. Economic Intern (Economics Section)

Perform research and writing on economic issues and developments in the Philippines including political economy, decision makers and officials, reform prospects, macroeconomic, trade, energy and intellectual property policies, economic dynasties, current legislation, OFWs, and other economic or political economy-related subjects. Full or part time positions available year-round. Students of economics, business, law, and political science preferred.

6. Political Intern (Political Section)

Perform research and writing on political developments in the Philippines, including the administration and opposition, civil society, political dynasties, constitutional change, current legislation, OFWs, child labor, human rights, etc. May also assist in updating the Political Section's contact list, website, and other tasks as assigned. Those interested in full-time summer internships are encouraged to apply, but we also welcome applications from students who can work part-time during the school year.

7. Telephone Billing Intern (Information Resource Management)

Perform various general clerical and administrative tasks for telephone billing which include tasks like segregating, compiling and record keeping of cellphone/residential/corporate bills for both state and agency accounts of the U.S. Embassy. Will be responsible in preparing bills for transmittal and review of the Telephone Billing supervisor. May assist in contacting service provider to verify information of USG/leased residential accounts. Will provide clerical/administrative support to the Telephone Billing supervisor as needed and will perform other duties as assigned.

8. Department of Veterans Affairs Intern (VA Clinic)

Prepares the retrieval, filing, inventory, protection, preparation, and shipment of Veteran's inactive paper medical records to the VA Records Management Center archives in the United States. Creates indexes; prepares



file labels; maintains filing statistics and audits filing sequence. Must maintain confidentiality. Those interested in full-time summer internships are encouraged to apply.

9. Human Resources (HR Section)

This position requires in-depth knowledge and practical working experience with Human Resources issues related to recruitment, pre-employment processing and orientation. Perform various general clerical and administrative tasks for Human Resources Office (HRO). Builds, updates, maintains, and secures all physical and electronic personnel records. May also assist in shredding of sensitive but unclassified (SBU) HR documents. Expected to perform and assists HR Staff with their routine work and special projects.

10. Foreign Commercial Service (FCS Section)

To assist in the preparation of short, topical reports of interest to American firms; conduct/prepare other market research and other trade promotion information and export contact lists of Philippine agents; and provide logistical support CS trade events/key administrative work.

11. Information Systems Center (ISC Section)

This position requires a strong character and values including high integrity, trust, and respect, as well as ensuring that confidentiality is maintained. Must possess a high degree of proficiency in both written and spoken English to effectively convey information to and/or team members and customers. Must have the ability to diagnose and perform basic computer troubleshooting and In-depth knowledge and practical working experience with computer systems and networking. May also assist in shredding of sensitive but unclassified (SBU) ISC documents. Expected to perform and assists ISC Staff with their routine work and special projects.

12. Community Liaison Office Intern (CLO)

This position requires good communication skills with various audiences and creative skills in the production of information materials. Must have knowledge of the Publisher and Excel program applications with organizational skills in handling data and producing CLO information materials for dissemination to Post Mission members. Information materials to include event flyers, broadcast announcements, postings, and the weekly newsletter. Expected to assist the CLO with general office/on-site work and special projects.

13. Financial Management Center (FMC)

This position requires in-depth knowledge and practical working experience with Finance and Accounting. Proficient in using MS Excel and perform various general clerical and administrative tasks for FMC. May also assist in shredding of sensitive but unclassified (SBU) documents. Expected to perform and assists FMC Staff with their routine work and special projects.

Inquiries and Submission Deadline



Where to Send Inquiry/Application

Requests for information regarding the program should be directed to (02) 5301-2000 (connect to HR-Recruitment) or e-mailed via the Human Resources Office (HRManila@state.gov).

The U.S. Embassy is accepting applications on a case-to-case basis. Internship availability and content may change based on current availability and application qualification. Applications may be submitted by e-mail to the Human Resources Office (HRManila@state.gov), or mailed to:

U.S. Embassy in the Philippines
Human Resources Office, attn: FNSIP
P.O. Box 151
Manila

