



## **FOREIGN NATIONAL STUDENT INTERN PROGRAM**

### 1. Background and Purpose

The Foreign National Student Intern Program (FNSIP) is designed for students who are at least 18 years of age, are currently enrolled in an accredited university and are non-U.S. citizens seeking internship 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 program is to offer students the challenge of working in a foreign affairs field and at the same time profit by their participation. There are no benefits attached to this internship and no compensation, nor any future employment rights.

### 2. Program Requirements

This program will be administered in accordance with U.S. law, as well as conform to host government law. For example, post would be in violation of U.S. law if we allowed an individual who is not within the definition of a student as set forth in 5 USCS 3111 to participate in the FNSIP at the U.S. Mission.

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 or benefits are offered.

Foreign national interns will not have access to classified materials or materials covered by the Privacy Act.

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

### 3. Types of Assignments

Students may be assigned duties that include research, economic and political report writing, business correspondence, information systems, analysis of international issues, visa/consular work, administrative duties, budget and fiscal, public affairs outreach, and human resources management, etc.

### 4. Eligibility

Only students who are non-U.S. citizens resident in the host country 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.



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Eligible students must also meet the definition of a student, pursuant to Title 5 bookshelf 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 Department 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."*

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

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

Students must have good academic standing and provide a certified transcript. The student must also provide written permission from the educational institution that he/she can work at the U.S. Mission in Munich, Germany

Student must have his/her own medical insurance.

#### 5. Security Clearance

Students selected must pass a background check and receive a security clearance from post Regional Security Office before commencement of the internship.

#### 6. Obligations of the Interns/Students

Interns are expected to follow U.S. Mission regulations (dress code and etc.)

The following are required:

- An application or a resume
- Transcript and Permission
- Gratuitous Service Agreement

Interns are subject to termination at any time at the discretion of the Mission.

#### 7. Performance Evaluation

The immediate supervisor of the intern will complete the appropriate evaluation form upon completion of the internship. The Consulate Office/Human Resources Office will be responsible for the establishment of this program.



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### 8. Duration of Program

The Foreign National Student Intern Program (FNSIP) is a year-round program on a three month basis. This means that each internship cycle lasts three months and at the end of each cycle new interns are hired.

### 9. Application Procedures

Please submit your application with the following supporting documentation:

- A Cover letter
- An application or a resume
- Proof of enrollment in education institution
- Certified transcript
- Written permission from the education institution

To:

American Consulate General  
Human Resources Office  
Andrea Proctor  
Koenginstr. 5  
80539 Muenchen

If you have any questions, contact the Human Resources Office, Attn: Ms. Andrea Proctor, 089-2888-630.