



U.S. Department of State

# Stay-In-School Program

Prospective Students



Careers Representing America\*  
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## MISSION STATEMENT

*“To administer United States foreign policy and maintain diplomatic relations throughout the world”.*

The Stay-In-School Program (SIS) is also commonly known throughout Federal Departments as the Student Temporary Employment Program (STEP). The Department of State is proud to provide an educational program that introduces a student to Federal work experience. The Stay-In-School Program employs students who can work and attend school at the same time. Participants provide technical, administrative or clerical support to bureaus in the Washington D.C. area and some regional areas.

## WHO CAN APPLY?

The program is designed to help students who are enrolled in high school, vocational/technical school, undergraduate or graduate studies.

## WHAT ARE THE ELIGIBILITY REQUIREMENTS?

Students must be:

- A U.S. citizen.
- At least 16 years of age.
- Enrolled or accepted for enrollment in a degree or certificate-seeking program with at least a half time academic, vocational, or technical course load, while maintaining at least a 2.0 GPA.

## WHAT IS THE WORK SCHEDULE?

Students typically work part-time while school is in session and full time during breaks. There are no limitations on the number of hours a student can work per week. A specific work schedule will be submitted that fits with the student’s academic schedule as well as the bureau’s need. This program is the perfect work-study combination.

## HOW ARE STUDENTS PAID?

Students are paid at regular government salary rates (typically GS-1 through GS-5). Pay is dependent on the level of education and experience the candidate may possess, based on the qualification standard of the job the applicant is seeking.

## WHAT IS THE APPLICATION PROCESS?

An application is a student’s resume, cover letter and most recent (unofficial) transcript. All items need to be electronically submitted to [stayinschool@state.gov](mailto:stayinschool@state.gov) identifying the subject as “Stay-In-School Applicant Resume.” ***Please attach documents using Microsoft Word.***



**Be sure to include in your resume:**

1. School and Degree Pursuit
2. Security Clearances (If Applicable)
3. Veterans Preference (If Applicable)
4. Location Preference
  - a. **Washington DC** - Metro Area; **Arizona** – Phoenix; **California** – Los Angeles, San Francisco, and San Diego; **Colorado** – Denver; **Connecticut** – Bridgeport; **Florida** – Miami; **Georgia** – Atlanta; **Hawaii** – Honolulu; **Illinois** – Chicago **Louisiana** – New Orleans; **Massachusetts** – Boston; **Missouri** – Saint Louis **New Hampshire** – Portsmouth; **New York** – New York City; **North Carolina** – Greensboro; **Pennsylvania** – Philadelphia, **Puerto Rico** – San Juan; **South Carolina** – Charleston; **Texas** – Dallas and Houston; **Washington** – Seattle

**WHEN IS THE APPLICATION DUE?**

Applications are accepted on a rolling basis and placements are made throughout the year. We keep applications on file for 6 months in hopes of matching the student with a bureau. If no placement is made in that time, the student must re-apply for further consideration.

**CONTACT INFORMATION FOR STUDENT PROGRAMS**

If you have any questions or concerns:

*EMAIL: [stayinschool@state.gov](mailto:stayinschool@state.gov) identifying the subject as "Stay-In-School Inquiry"*

*PHONE: (202) 261- 8888 (Ask for the Stay-In-School Coordinator)*

**WHAT TO EXPECT AS A STAY-IN-SCHOOL APPLICANT**

Before submitting your resume and cover letter to [stayinschool@state.gov](mailto:stayinschool@state.gov) we suggest you bring it to a school counselor or career services to look over. You want to make sure these items have all your information, are formatted well and have no spelling errors, since this is your first impression with managers.

After you submit your application, you should receive a receipt of application email, no later than one week from when you applied. If you do not get a response, please resubmit your application.

Once we receive your application, we keep your resume on file for 6 months in hopes that we will find you a placement in that time. ***We are unable to tell applicants the status of their application because these positions are need based, and they become available as needed.***



**Placements are made when:**

1. A bureau coordinator or manager contacts the Stay-In-School coordinator, requesting the need for a student with certain characteristics, for example: a certain major or work experience background.
2. Next the Stay-In-School coordinator goes through the file of applicants and sends the best matches to the bureau coordinator or manager.
3. Then the bureau coordinator or manager then goes through the applications and sets up interviews with those they are interested in hiring.



## WHAT TO EXPECT IF YOU HAVE BEEN APPOINTED TO A STAY-IN-SCHOOL POSITION

1. Once a bureau coordinator or manager has interviewed you and given you a verbal offer for the Stay-In-School position, you will need to provide them with the following materials:
  - An updated resume that includes your birth date and social security number.
  - A current official transcript. (If you are just beginning a term in school and do not have a transcript yet, please submit a proof of enrollment.)
2. Once your bureau coordinator or manager has received all these materials they will send them to Human Resources – Student Programs to process your appointment.
3. Student Programs will contact you with information regarding your tentative offer for the Stay-In-School position as well as the security clearance process.
4. Students tentatively selected for the internship program must undergo a background investigation and receive either a Secret or Top Secret security clearance.
5. The security clearance process takes approximately 90-120 days to complete from the time the forms are received. 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. Although these problems will not necessarily preclude you from receiving a security clearance, they will lengthen the time required to complete the clearance process. **It is important to be completely honest when filling out your security questionnaire.**  
**Note:** It is possible that you could receive interim clearance, which would allow you to work at the Department of State while your investigation is still taking place.
6. Your offer is not official until you receive written notification from Student Programs. Once you receive that, you will be able to schedule a time for orientation.



## FAQ FOR STAY-IN-SCHOOL APPLICANTS

### **Q: Are all the positions in the Washington D.C. area?**

*A: Stay-In-School positions are typically only in the Washington D.C. area. Most students go to schools that are located in the Washington D.C area and commute to work. There are very few instances that a student is placed in another city. However, in the rare instance that they are, they are typically at passport agencies. If you are interested in working outside of the D.C. area please specify that on your resume and cover letter.*

### **Q: What type of work will I be doing?**

*A: Every Stay-In-School placement is different. Some positions are clerical, while some positions have specific required job skills.*

### **Q: I can't attach an unofficial transcript, what should I do?**

*A: If you are unable to attach an unofficial transcript to your application, you may submit your resume without it. Please note that if you do receive a placement you will need to send in your current official transcript.*

### **Q: What should I do if I want to update my resume?**

*A: Updating your resume whenever you have made changes is encouraged. This way we are sending your most current resume to managers. If you would like to update your resume, please electronically submit it to [stayinschool@state.gov](mailto:stayinschool@state.gov) identifying the subject as "Updated Resume - last name"*

### **Q: Do Stay-In-School students receive benefits?**

*A: Yes. Students earn annual and sick leave based on a prorated basis of how many hours worked per pay period.*

U.S. Citizenship Required \* Equal Opportunity Employer

