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|  | **The U.S. Embassy Panama**  **Foreign National Student Internship Program** | Estamos%20Unidos%20500x286 |

The **Foreign National Student Internship Program** Embassy Panama is **designed for students who are non-U.S. citizens** residents in Panama seeking internships with U.S. Missions. The program benefits both post and student 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 experiencing work 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 at the Embassy to gain experience in various areas of foreign policy and management.

**Program Requirements**

This program must be in accordance with U.S. law, as well as conform to the 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** for any purpose other than injury compensation or laws related to the Tort Claims Act.

**No Compensation** or benefits are offered in connection with the program.  All interns will be provided with a performance evaluation at the end of their internship.

**No Creditable Service** for leave accrual or any other employee type benefits.

**Host Government Regulations** permit student internship.

**Orientation** and briefing will be given to students on internship requirements; such as the regulations on ethics/conduct (dress code) and schedule for business hours and lunch. Students will be given an overview of the embassy and a brief tour of the non-sensitive areas and a formal introduction to the section where the internship will take place.

**Eligibility Criteria:** only students who are **non-U.S. citizens** in Panama 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.

**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 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 internship between school years if the internship is not more than 6 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 internship."*

**Potential**: the student must have demonstrated potential to accomplish the type of work to be performed.

**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, specifying the amount of hours the student will perform the internship.

**Medical Insurance**: the student must have his/her own medical insurance, at least for the duration of internship, and provide us with a letter of proof prior to beginning the internship.

**Recruitment Process**

**Identify Needs:** Post should identify needs and opportunities in the mission that will provide foreign national students the opportunity to gain an educational experience. The number of positions will vary depending on post’s needs as well as areas of assignment.

**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, budget and fiscal and personnel management.

**Recruitment Methods:** Post will work directly with the Institutions. The local institution would identify qualified students and send applications to the Human Resources Office instead of the student sending their applications their own. Post shall not favor any particular school.

**How to Apply for Foreign National Student Internship**

This is NOT an offer of U.S. Government employment: there will be NO benefits, leave accrual, or credit and there will be NO compensation.

**Steps to Complete and Documentation to obtain before interview:**

* US Embassy Panama Application for FNSIP (enclosed)
* Statement of Interest (enclosed)
* Gratuitous Service Agreement (enclosed)
* Aplication Form
* Copy of Birth Certificate and copy of I.D. (“cedula”)
* Curriculum Vitae
* Legal residency documentation (non-Panamanians only)
* Obtain letter from University for approval & length of internship
* Obtain letter from University as official proof of insurance or health certificate.

**Applications should be brought to the interview completed, signed & dated.**

Requests for information regarding the program should be directed to the Human Resources Department, to the attention of **Araliz Veliz** at 317-5403 or by e-mail directly to [veliza@STATE.GOV](mailto:veliza@STATE.GOV).

**The Embassy will accept applications on a continuous basis** but Internship availability and content may change depending on current availability and application qualifications.