SUMMER 2019 HONORS INTERNSHIP PROGRAM

**Posting ID:** IN18727542

**Company:** FBI

**Company Website:** [https://www.fbi.gov/](https://www.fbi.gov/)

**Work Location:** Various Location

**Position Type:** 10 weeks

**Salary:** DOE

**College Major(s):** Civil Engineering (CEE), Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE), Computer Science (CS), Entertainment Engineering (EED)

**College Level(s):** Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior, Graduate Student

### OVERVIEW

The Honors Internship Program is a 10-week, paid internship for undergraduate and graduate college students. While exploring our exciting career options, students will work side-by-side with FBI employees at one of our FBI Headquarters locations or in one of our 56 field offices located across the country. FBI Hiring Managers are seeking applicants from a wide range of academic areas of study. Interns are placed in assignments based on their educational background, skill sets and unique life experiences.

As part of the application process, you will be asked to identify your preferred work location(s). To learn more about the different FBI Headquarters Divisions, please click here. To find the closest field office to you, visit the Locations page. The application will allow you to select up to six (6) preferred work locations. If you are only interested or available to work in one (1) location, you should only select one location and leave the other selections blank.

Relocation and housing costs will not be provided. If you receive an offer to intern at your selected preferred work location, but are no longer available to work at that location, the offer may be rescinded before the start of the internship program.

Headquarters options include:

- Alexandria, VA (Information Management)
- Clarksburg, WV (Criminal Justice Information Services and Human Resources)
- Huntsville, AL (Terrorist Explosive Device Analytical Center, Critical Incident Response Group, Human Resources, Finance & Facilities)
- Pocatello, ID (Finance & Facilities, Information Technology)
- Quantico, VA (Critical Incident Response Group, Training, Laboratory, and Operational Technology)
- Washington, DC (Main Headquarters)
- Winchester, VA (Information Management)
If you select Quantico, VA; Clarksburg, WV; Winchester, VA; or Huntsville, AL you must have your own transportation to and from work because no public transportation is available in these areas.

Roles and Responsibilities
The goal of this internship is to offer students experiences they can't find anywhere else and to assist the FBI with building a pipeline of potential future entry-level employees.

Education and Qualifications
1. You must attend an accredited college or university within the United States full-time as an undergraduate, graduate, or post-doctorate student. Students are not eligible if graduating before the program start date (June 2019); exceptions are permitted to students continuing their education in the following semester. An example of this would be if an individual was graduating in June 2019 but planned on continuing their education in Fall 2019.
2. You must have and maintain at least a 3.0 GPA. If you are a first-semester freshman, or your school does not provide a GPA, you must have maintained a 3.0 high school GPA, and meet one of the following alternate criteria:
   a. SAT: 1500 out of 2400, or 1000 out of 1600 (most recent SATs)
   b. ACT: 21 or higher
3. You must be able to obtain a Top Secret security clearance and be available for processing within the continental United States, Hawaii or San Juan.

Selectees must undergo and successfully complete a comprehensive background investigation as a condition of placement/retention in the position. Prior to the initiation of a background investigation, applicants will be required to pass a polygraph examination and a urinalysis drug test. The background investigation will include a check of your credit history and criminal record, as well as interviews with prior employers, references, co-workers, personal associates, family members, and friends. An applicant may be disqualified from selection or removed from employment based on information obtained during this background investigation.

Please note that if you meet any of the automatic disqualifiers or don't meet the key requirements you are not eligible for the Honors Internship Program and/or employment with the FBI.

Automatic Disqualifiers
Applicants must meet all Eligibility requirements located on our Employment Eligibility page. Applicants will be automatically disqualified if they meet any of the following criteria:
- Are not a U.S. Citizen (born or naturalized)
- Have been convicted of a felony
- Have used illegal drugs in violation of the FBI Employment Drug Policy
- Have defaulted on a student loan insured by the U.S. Government
- Have failed an FBI-administered urinalysis drug test
- Have failed to register with the Selective Service System (males only - exceptions apply. Please click here to view exceptions.)
How to Apply

Required Documents
A standard applicant will be required to submit an Unofficial Transcript, the School Certification Form, and the Program Term Acknowledgement Form with their application. You must provide all required documents before the application closes on 10/14/2018 @ 11:59 PM EST to be eligible for the Honors Internship Program. Your application will be discontinued if you are missing the required documents.

There are a handful of circumstances in which an applicant may be required to submit additional information.

Special Circumstances:

- 1st Semester Undergraduate Freshmen /No GPA: Unofficial College Transcripts, High School Transcripts, SAT/ACT Score(s), School Certification Form, and Program Term Acknowledgement Form. Your unofficial transcripts should show you have enrolled in classes and are a full-time student.
- 1st Semester Undergraduate Transfer/Graduate Student: Unofficial Transcripts from previous school, Unofficial Transcripts from current school, School Certification Form, and Program Term Acknowledgement Form.
- If you are graduating before the program starts, you must provide proof of continuing your education to remain eligible for the program. This must be submitted at time of application: Unofficial Transcripts, School Certification Form, Program Term Acknowledgement Form, Letter of Intent for Graduate School. The Letter of Intent for Graduate School must be a formal letter from the school you have applied to stating you have applied and are being considered for acceptance. Once you receive your Acceptance Letter, you will be responsible for uploading the letter to your FBIJobs.gov profile. Participation in the Honors Internship Program will be contingent on receipt of the Acceptance Letter.
- Veterans: Unofficial Transcripts, School Certification Form, Program Term Acknowledgement Form, and DD-214 *Disabled Veterans: Unofficial Transcripts, School Certification Form, Program Term Acknowledgement Form, DD-214, SF-15, and *VA letter dated 1991 or later

The School Certification Form and Program Term Acknowledgement Form can be accessed on the FBIJobs listing

If submitting a certification form created by your school it must provide all requested information from the required FBI School Certification Form.

Please see more details and make applications at www.FBIjobs.gov
Search for “INTERNSHIP” or “SUMMER 2019 HONORS INTERNSHIP PROGRAM”