



HONORS INTERNSHIP PROGRAM

FREQUENTLY ASKED QUESTIONS AND ANSWERS

What is the process to getting hired as an FBI Honors Intern?

There are four stages in the hiring process:

1. **Initial Selection and Interviews** – The most competitive candidates will be invited for interviews.
2. **Final Selection and Conditional Offer** – Selections are based upon academic achievements, are of study, life/work experiences, and the needs of the FBI. If you are selected, you will receive a conditional offer of employment by the FBI. This offer is contingent upon the successful completion and favorable adjudication of your full background investigation and the receipt of an FBI Top Secret security clearance.
3. **Background Investigation** – Candidates who accept a conditional job offer will be sent an e-APP application invite via email and will be scheduled for a Personnel Security Interview, pre-employment polygraph examination, urinalysis test, and fingerprinting. FBI background investigators will contact former and current employers, references, social acquaintances, and neighbors. Those conducting the background investigation will also review your school, credit, arrest, medical, and military records. The length of your background investigation depends on a number of different variables, including how quickly and thoroughly you complete and submit the e-APP application, the extent of your foreign travel or time living abroad, and inconsistencies in the application and investigation process. Please see the Background Investigation portion of this site for more information on the FBI Background Investigation process.
4. **Enter on Duty** – Upon issuance of a Top Secret security clearance, you will be contacted and scheduled for an enter-on-duty (EOD) date. The FBI Honors Internship Program begins in the summer.

How does the FBI Honors Internship Program background investigation process work?

The hiring process will depend on the length of the background investigation. When conditional job offers are made and the candidates complete the necessary e-APP application and preliminary processing, the FBI will begin the background investigation. Background investigation length can be affected by things like foreign travel, international friends or contacts, and other factors. However, most entry-on-duties (EOD) will take place during the summer after applications are due.

Who is my point of contact during the application process?

The applicant coordinator, or designated representative from your local FBI field office, is your point of contact throughout this process.

May I apply to both the Honors Internship Program and Collegiate Hiring Initiative at the same time?

No. The Honors Internship Program is for students who have not yet graduated or who are not graduating until at least fall of the year after they apply.

The Collegiate Hiring Initiative is for students who are graduating through summer of the year they apply or who have graduated within 24 months of applying.

If I have taken illegal drugs in the past, can I still work for the FBI?

You cannot have used marijuana or cannabis in any form (natural or synthetic) and in any location (domestic or foreign) within the one year preceding the date of your application for employment.

You cannot have used any illegal drug, other than marijuana, 10 years preceding the date of the application for employment.

You will be found unsuitable for employment and automatically disqualified if you deliberately misrepresent your drug history in connection with your application for employment. For a complete list of disqualifying criteria, please see [FBIJobs.gov/eligibility](https://www.fbi.gov/jobs/eligibility).

If I have traveled or lived abroad, will that hinder my receiving a security clearance?

Many of the permanent positions at the FBI are internationally oriented, and experience living or traveling abroad is often viewed as a positive experience. However, there are cases in which national security concerns may arise. Extensive foreign experiences may delay the background investigation process if there is difficulty verifying information on the application.

I am citizen of another country. May I apply?

You must be a United States citizen to apply. If you are a United States citizen with dual citizenship, you may apply if you are willing to renounce your non-U.S. citizenship. Dual citizens who renounce their non-U.S. citizenship will be required to execute a declaration form.

My background investigation is taking a long time, and the program begins soon. Should I assume I have been disqualified?

Yes, if your background investigation has not been completed by mid-May. However, to verify your application status, please contact FBI_Internship@fbi.gov.

Does the FBI furnish housing for Honors Interns?

No. The FBI does not pay for or provide housing or travel expenses. However, we do provide recommendations for housing for interns assigned within the National Capital Region. Intern applicants may also consider selecting location preferences on their internship application where they have family or friends that can host them for the summer.

Can I have roommates who are not FBI employees?

Yes. However, all roommates must undergo a security check. Upon entering on duty, you and your roommates must complete a roommate background data form.

How will I get to work, and do I need a car?

FBI Headquarters or Washington Field Office interns can use Washington Metropolitan Area Transit Authority (WMATA) Metrorail and Metrobus services. Use the WMATA website to determine routes and fares. Transit subsidies are available contingent upon available funding.

Field office assigned interns or hires are expected to live within a commutable distance to the office they are applying to and use the most appropriate transportation. An intern or employee may drive to his or her assignment, but travel expenses are not reimbursed. Individuals working in Quantico, Virginia, or Clarksburg, West Virginia, must have their own method of transportation to and from work.

May I take any time off during the internship?

Yes. Interns earn annual and sick leave while on a full-time schedule for 10 weeks during the summer only. As a guideline, interns may take "leave" approximately one day per month.

How should I dress for work?

Appropriate attire includes business suits, sports jackets and slacks, shirts, ties, business dresses, dress suits, pant suits, and professional blouses.

What type of projects do Honors Interns work on?

Interns work on a variety of projects, including (but not limited to): analyzing crime data, developing portals to facilitate the exchange of information between law enforcement agencies and the FBI, supporting operations, and aiding with divisions audits to ensure compliance with FBI regulation.

Will I be offered a full-time position with the FBI at the conclusion of my Honors Internship?

Interns are not guaranteed a job offer for a full-time position. However, interns who have graduated and receive recommendations for hire may be extended a job offer. If the job offer is accepted, they are converted to a permanent position pending their completion of 16 hours per month of work at the field office during the rest of their academic tenure. This 16 hours ensures the student is able to maintain his or her security clearance according to OPM's guidelines.

What is a DD-214?

The DD-214 is a document of the United States Department of Defense (DOD) issued upon a military service member's retirement, separation, or discharge from active-duty military.