**Internship Model Contract**

**Date**
____________________________________

**Student's Name**
____________________________________

**NGO**
____________________________________

**Mission/Emphasis shared by Student and NGO:**
________________________________________________________

Person named to serve as "Buddy" and Interpreter from NGO staff to work with Student:
____________________________________

**From (Date)**
________________________

**To (Date)**
________________________

**Hours/Day**
________________________

**Days/Week**
________________________

**to be worked**

**Skills/Contributions that the Student will make to the NGO:**
________________________________________________________

**Needs/key desires of the NGO:**
________________________________________________________

**Student Expectations re: what will be Gained (e.g. Skills acquired; Cultural Exposure)**
________________________________________________________

**Type of Visa to be applied for:**

- O **Student Visa** (Student will not be paid; learning in language and/or Culture to be provided through Internship)

- O **Entry Visa** (Student will be Paid; must specify “Internship”)

**Note:** Under no circumstances should student come on a tourist visa, as this presents a great risk to the NGO.
Progress Reports and other information (and their frequency) to be provided by the student to the NGO and to his/her home institution

_____________________________________________________________________
_____________________________________________________________________

Information to be provided by the NGO to student’s home institution

_____________________________________________________________________
_____________________________________________________________________

Units to be awarded ___________; basis for grade to be awarded

_____________________________________________________________________
_____________________________________________________________________

How will orientation be handled? (covering physical and social issues, such as eating out, no alcohol; time to return to residence, etc)

_____________________________________________________________________
_____________________________________________________________________

Housing arrangements

_____________________________________________________________________
_____________________________________________________________________

How will food, local (personal) travel costs etc. be handled?

_____________________________________________________________________

How will field work costs be handled? ________________________________

AIIS can provide:

  o List of Vetted NGOs for Student to Contact
  o Student Visa (if Internship is not remunerated)
  o Assistance with Housing Arrangements
  o Medical Evacuation Insurance at $5.25 per month paid by Student
  o Assistance for Students who encounter significant problems