

Internship Agreement Outline for International Interns

1. Parties

- Host Organization Name & Address
- Intern's Name & Contact Information
- Home Institution / University (if applicable)

2. Internship Details

- Internship Position/Title
- Location
- Start and End Dates
- Working Hours and Schedule

3. Responsibilities

- Main Duties and Tasks
- Expected Outcomes
- Reporting Line / Supervisor

4. Compensation & Benefits

- Stipend or Salary (if any)
- Accommodation/Meals (if provided)
- Travel Reimbursements (if any)
- Other Benefits

5. Insurance & Legal Requirements

- Medical & Accident Insurance Coverage
- Visa/Work Permit Obligations
- Compliance with Local Laws

6. Confidentiality & Intellectual Property

- Confidentiality Clauses
- Intellectual Property Clauses

7. Termination

- Terms for Early Termination
- Notice Period

8. Signatures

- Host Organization Representative
- Intern
- Home Institution Representative (if required)

