

You can use this template as it is or as an inspiration to the letter of invitation/agreement letter, which must be uploaded to the application form PR3 – application for residence permit as an intern and a non-EU citizen.

Please revise all yellow markings – and remember to use an AU letter template containing the AU logo, address etc.

**REMEMBER TO PUT IN THE NAME AND ADDRESS OF THE INTERN IN THE ADDRESS BOX
“To whom it may concern” Is not accepted by immigration**

Version May 2021

INTERNSHIP AGREEMENT / LETTER OF INVITATION

Dear xxxxxxxx,

The Department of hereby invites you to perform an internship with us as part of your current bachelor or master studies in your country of residence.

As agreed upon, you will be an intern for a period of months and you will start your intern position as from

The following plan for your internship has been made and agreed upon *(please phrase and make the layout so it makes sense. Below is a suggestion)*

Time Plan: (xxxx months/weeks)

Month/weeks 1 to xxxxx:

Month/weeks xxxx to yyyy:

Months xxxx to yyyy:

.....

.....

Instead of a detailed weekly or monthly plan, the plan can be described as an overall information about what shall be trained/completed/tested during the intern period. Maybe something like: You will be introduced to xxxxxxxxxx- techniques for xxxxxxxxxx. At the same time, you will be trained in xxxxxxxxxx.

Your supervisor during your stay is xxxxxxxxx.

Office space and other facilities like internet access and relevant laboratory access, which will be required for your internship at Aarhus University, will be at your disposal. *(Here you can add, that the intern must bring laptop, if a laptop is not provided by AU during the stay).*

Your stay is under the condition that all living costs, including accommodation, flight tickets and insurances, will be fully covered by yourself. You will not receive any salary or employment contract from Aarhus University. *(If you grant the intern a small stipend or financial contribution, you can rephrase the paragraph to read something like: Your stay is under the condition that all living costs, including accommodation, flight tickets and insurances, will be fully covered by yourself. However, we will grant you a monthly stipend of xxxxxx DKK, to cover some of the residence and living costs during your stay)*

We look forward to welcoming you at Aarhus University.

Yours faithfully

The Department of
