

## Application Procedure for Internships at IFI

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### A. QUALIFICATIONS

IFI receives applications for internships from all over the world, and we encourage students from any country to apply for summer internships.

Applicants for an internship at IFI should have completed or be studying towards a Bachelor's or Master's degree at an accredited university. Although most IFI work is in English, IFI will give preference to Arabic speaking applicants.

### B. APPLICATION PROCEDURE

To apply for an internship at IFI, please consult the website for information about the programs at the institute. Decide which program you will be applying to and provide the following:

1. Curriculum Vitae
2. Letter of purpose
3. Two recommendations (academic and/or professional)

Shortlisted candidates will be called in for an interview with the relevant Program Coordinator. Overseas candidates will have to be available for a phone interview.

### C. DURATION

IFI internships can range between 2 to 3 months, depending on the needs of the program, the institute, and/or AUB faculty, as well as the performance and availability of the applicant.

Part-time internships: Minimum 15 hours a week (flexible schedule)

Full-time internships: Minimum 30 hours a week (flexible schedule)

### D. LOGISTICS

**Facilities:** IFI will provide an in-house desktop or laptop computer, AUB campus and internet access, and access to the AUB library.

Applications should be submitted with all requested documents, questions, etc. by email to [ifi@aub.edu.lb](mailto:ifi@aub.edu.lb). For a general overview of the programs and activities undertaken by IFI, please check our website, [www.aub.edu.lb/ifi](http://www.aub.edu.lb/ifi)