

## Application Procedure for the Internship Program

### A. QUALIFICATIONS

The Issam Fares Institute receives applications for internships from all over the world, and we encourage students from any country to apply for semester internships. The Issam Fares Institute offers two types of internship opportunities: **Communications and Program Internships**. The Programs can be found on the follow link: [www.aub.edu.lb/ifi/programs/Pages/index.aspx](http://www.aub.edu.lb/ifi/programs/Pages/index.aspx)

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

### B. APPLICATION PROCEDURE

To apply for an internship at the Issam Fares Institute, 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 (**clearly state the specific Issam Fares Institute program you're applying to**).
3. One recommendation (academic /or professional) Shortlisted candidates will be called in for an interview with the relevant Program Manager/Coordinator. Overseas candidates will have to be available for a phone interview.

### C. DEADLINES FOR APPLICATION

1. Summer session – April 1
2. Fall session – July 15
3. Spring session – November 15

### D. DURATION

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

During the fall and spring internships, interns will have a range between 15 to 20 working hours per week (flexible schedule). Summer Interns are expected to work at least 20 Hours per Week (More information will be provided).

### E. Support and Benefit

**Campus Benefits:** The institute will provide interns access to AUB campus, AUB library and internet connection.

**Certificate of completion:** The institute will provide interns with a certificate by the end of the internship.

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