



UNHCR

**The UN
Refugee Agency**

INTERNSHIP AGREEMENT

1. I accept the INTERNSHIP that has been offered to me by the Office of the United Nations High Commissioner for Refugees (UNHCR), as described in the attached Work Plan. In addition I understand and accept the following:

- a) that UNHCR will not pay me for my internship and that all the expenses connected with it, including travel and related costs, must be borne by me or my sponsoring Government or institution;
- b) that there is no expectation of employment at the end of my internship, and that I cannot apply for a post with UNHCR, including a consultancy, during the period of my internship and for the six months immediately following the expiration date thereof;
- c) that UNHCR accepts no responsibility for costs arising from accidents and/or illness incurred during this internship. Attached are:
 - (i) a doctors certificate stating that I am in good health, fit to travel and have received all the vaccinations required for residence at the duty station;
 - (ii) proof that I am fully covered by a medical insurance plan valid for the period of my internship which also covers medical evacuation from the internship duty station;
- d) that I am myself responsible for obtaining necessary visas relating to my internship service. UNHCR will only support the visa process should I encounter difficulties in making the arrangements or when this is required by the authorities concerned. It is further understood that upon my arrival in a UNHCR office, the Office will provide me with an internal "Attestation" for use with outside authorities.

2. I hereby undertake the following obligations with respect to my internship with UNHCR:

- a) to conduct myself at all times in a manner compatible with my responsibilities as the holder of a UNHCR Internship. This includes becoming familiar with the UNHCR Code of Conduct [[PDF](#)] and my signature below confirms that I shall abide by its principles;
- b) to keep confidential any and all unpublished information made known to me by UNHCR during the course of my internship and not to publish any reports or papers on the basis of information obtained during the internship, except with the prior authorisation of UNHCR;
- c) to provide written notice in case of illness, absence or other unavoidable circumstances which might prevent me from participating in or completing the internship;
- d) to provide my address at the duty station to UNHCR as well as the name and address of the person to be contacted in case of emergency;
- e) at the end of the internship period to submit a report on my activities as an intern and to return all the items in my possession belonging to UNHCR (e.g. security passes, etc.);

3. I understand that if any of the above is not adhered to, UNHCR may decline to issue a letter of reference regarding the internship.

Date: _____ Signature of Intern: _____

Full Name: _____

Assigned Work Unit/Office: _____

Name & Title of Internship Supervisor: _____