1

Find an internship

Agree with your internship company on which tasks you will be working on. You will need to add this information to your internship agreement later.

2

Talk to your internship supervisor

Before you create your internship agreement, you need to agree on learning objectives for your internship with your internship supervisor. After that, you can create your internship agreement via the link you will have received either from your supervisor or in connection with the assignment of a supervisor.

3

Fill out the internship agreement

You must be thorough and fill out your internship agreement with the correct information so that your agreement can be approved. You can find a blank template for the internship agreement below, where you can see which information your internship agreement should contain.

4

Save the received email

When you have filled out your internship agreement, your internship supervisor and the contact person in your internship company will receive an email in which they can approve your agreement.
You will receive an email with a link that allows you to view your agreement and the status of the agreement. Save the email, it is your only access to view and possibly edit the agreement

5

Get your internship agreement approved

Your internship agreement is only valid when it has been approved by both your internship company and your internship supervisor. It is your own responsibility to ensure that your supervisor and internship company approve the internship agreement.