## Letter of Acceptance and agreement on terms for accepting an intern

**Student´s name** , Swedish civiv no/”personnummer”      , enrolled in (program) , e-mail       mobile phone no

Full company name:
Organization number (Swedish organizations only):      , web
Company/organization main area of business:
**Address (incl city and country) to the location where the internship will take place:**

**The company/organization** accept the above mentioned student as an intern for the time period (start date)       to (end date)       (*note that the internship normally is about 10 weeks*). An important purpose of the internship is to spend time in the new organizational environment and to be a part of daily operations. The internship should therefore be carried out on location at the organization.

**Contact person** at the company (*full name, address, phone and e-mail*):

**Description of the intern’s agreed work assignments during the internship period** (*please use the course syllabus or other documentation from the Business school as guideline. The description is crucial for the internship plan to be approved by the school*):

**Description of how the intern’s work assignments will be followed up during the internship** (*supervision, meetings etcetera*):

**The company agrees to cover the following expenses for the intern;** (*if applicable*)

[ ]  Travel costs,       (comment)

[ ]  Local travel,       (comment)

[ ]  Accommodation,       (comment)

[ ]  Other, please specify:

|  |  |  |
| --- | --- | --- |
| *Date and signature, contact person at the company/organization* Printed name       |  | *Date and Student/interns signature*Printed name      |

 *The internship plan is approved by the School’s coordinator (date, signature)*

**Thank you for accepting an intern from Umeå School of Business and Economics!**The form is to be sent in original to: The internship coordinator/Sofia Molander, Business Administration, Umeå School of Business and Economics, Umeå University, SE-901 87 Umeå, Sweden (or by e-mail to sofia.molander@umu.se)