**INTERNSHIP ACCEPTANCE LETTER**

***Please send the file in Word or Pdf, scanned images will not be accepted***

To the attention of IULM University Career Service. On behalf of***(insert company name****),*
we confirm that we would like to host ***(insert name of the student)*** for an internship program.

**Below you may find all the information necessary to prepare the Internship Agreement**

**ALL FIELDS ARE MANDATORY**

- Name, Surname and University ID Number of the intern:

- Period of duration *(****precise date of start and finish dd/mm/yy****)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Please indicate if the internship is:  **Part-Time** (20-25h/week)
 **Full-Time** (37-40h/week)

**If the internship includes a stipend per month please indicate it here below:**

**Amount in Euro (€): ………….**  **Per month
 Total amount**
 **Gross
 Net**

**Please check the appropriate box:**

 Internship in presence
 Remote internship
 In presence & Remote (blended mode)

* Legal name of the Hosting Company:
* VAT Number:
* Legal Address of the Hosting Company:
* Address (or addresses) (*where the intern’s activities will be carried out*):
* Company phone number:
* **Name of the company’s legal representative** *(the person who will sign the documentation)*

 Mr. / Ms. / Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Role:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address:

* **Name the company tutor** *(the person who will supervise the intern)*

Mr. / Ms. / Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address:

**Internship Job Title:**

**Main Activities (brief description of the main responsibilities):**

Date: *[Signature and seal*