

Important: All the fields on this form must be completed.

The student has his or her internship subject validated by the College training manager using this form.

UPPA Internship Form

INTERN:

Last name: First name: Born on (DD/MM/YYYY): __/__/____

Address: City and postal Code: Country:.....

Phone number:..... Email:

TRAINING INSTITUTION : UNIVERSITE DE PAU ET DES PAYS DE L'ADOUR

Course of training:
.....

College:.....

Last name and First name of the primary professor of the course of training:

Last name and First name of the University academic advisor for the purposes of the internship:

Email:

Supervision and monitoring of the internship, to be done by the host organization's internship tutor:

Company visits Email Contact Videoconference interview Mid-formation interview Other (please specify):

Post-internship work: Master's thesis Internship report Oral presentation Video Other (please specify):

INTERNSHIP:

Area of activity (see page 2):

Subject of the internship:

Roles/Tasks to be performed:.....

Dates (DD/MM/YYYY): from __/__/____ to __/__/____ for a total of(please specify if hours/days/weeks/months) of actual attendance in the host organization

Hours of presence if the attendance is uneven: of hours per day / of hours per week (please cross out what does not apply).

Remarks (dates of vacations, interruptions, presence on public holidays):

Number of days of weekly work: Number of hours of weekly work:

Weekly schedule (for example: from Monday to Friday):
.....

Bonus: Yes No

(if so) Amount: net/gross per hour/month (please cross out what does not apply)

Payment method: bank transfer check cash Local currency (euros, dollars, livres...):.....

Monthly extra benefits listed and numbered:

The subject of the internship is confidential (warning: in this case, the subject will not appear in the internship agreement): yes no

HOST ORGANIZATION:

Name of the host organization (company name):

Address: City: Postal code:

Country:..... Phone number:

Phone: Email:

Department in which the internship will be carried out:

Sort of organization: Association, NGO Private company Public company Administration Other

For private companies, please specify which legal form (Ltd, LLC, EURLs...):

Staff: Less than 50 employees Between 50 et 500 employees More than 500 employees

SIRET number: APE/NAF code:

Service name:

Phone: Email:

HOST ORGANIZATION'S INTERNSHIP TUTOR:

Last name and First name: Role:

Phone: Email:

Before entering your internship agreement into [Esupstage](#) do not forget to:

- Check that your certificate of civil liability insurance covers the internship period
- Purchase the extended warranties needed (accident and repatriation)

Mandatory procedure for international internships:

- French nationals are required to register on the [ARIANE portal](#) and provide a proof of university registration before your departure.
- It is required to draw up and download the information sheet of the country of your internship in the section « [conseils aux voyageurs](#) » (travelers advice) on the Ministry of Europe and Foreign Affairs website (dated and signed on the last page with the clause « *I hereby certify that I have read and understood the conditions of entry in terms of hospitality, safety and health mentioned in this country information sheet* »). You will have to give this sheet to your host organization's internship tutor, as well as the internship agreement and the supporting documents.
- It is required to print and attach the country information sheet to the internship agreement.

NO INTERNSHIP CAN START BEFORE THE FORM IS SIGNED BY ALL PARTIES

Area of activity for the internship:

- Sales / Import / Export
- Aerospace / Automotive
- Architecture / Urban Planning
- Arts / Culture / Show Business
- Audit / Counseling / Expertise / Engineering
- Bank / Insurance
- Construction / Civil Engineering / Real Estate
- Chemistry / Biology
- Communication / Event Industry / Marketing
- Publishing / Public Relations / Journalism
- Electronics / Microelectronics / Electrical Engineering
- Energy
- Teaching / Training / Education
- Environnement
- Management / Accounting / Finance
- Hotel industry / Catering
- IT / IT services and Engineering Company / Software Development / Telecoms
- Internet / Intranet / E-business
- Legal / Taxes
- Logistics / Transport
- Luxury / Clothing / Textile / Cosmetics
- Multimedia / Audiovisual
- Production / Maintenance / Process
- R&D
- Human Resources
- Health / Social / Personal Care Services
- Tourism / Leisure Activities
- Other (please specify)