



## General Information for all Internship Applicants

Thank you for your interest in the Atlantic Council for International Cooperation's (ACIC) International Youth Internship Program (IYIP). ACIC and six of its member organizations have been funded by Global Affairs Canada (formerly DFATD) to provide 40 internships with overseas partner organizations over the next two years. Below you will find general information about the IYIP placements, which we hope will help to better inform your decision to apply.

- You must meet all the following eligibility criteria at the time of signing a contract, should you be selected:
  - ✓ be a Canadian citizen or a permanent resident
  - ✓ be a post-secondary graduate, graduate of a degree or diploma program from a university, college, post-secondary school of technology, post-secondary institute or a CEGEP (collège d'enseignement général et professionnel) by August 2016
  - ✓ be between the ages of 19 and 30
  - ✓ be legally entitled to work in Canada
  - ✓ have not previously participated in an internship within the Global Affairs (formerly DFATD) IYIP initiative
  - ✓ interns must be legally entitled to work in Canada
- The internship is 7 months in length, up to 4 weeks in Canada and a minimum of 24 weeks overseas. The time in-Canada is both before and after the overseas portion of the internship, at the Canadian hosting organization. Time off is taken according to the accepted policies and practices of your hosting organizations (usually weekends and organizational holidays).
- If you are not from the location of the Canadian hosting organization, **you will need to cover the cost of travel to begin the internship in Canada**, as well as the return trip from the Canadian hosting organization in the Atlantic Region at the end.
- Interns are paid monthly stipends ranging from \$1000 to \$1500, depending on the assessed cost of living in the host location. You will be paid by direct deposit to your bank account, so you must provide a voided cheque or banking account information at orientation.
- Though your hosting organizations may be able to assist you in helping to locate a place to live, the costs, local travel and accommodation are your responsibility. The stipend is intended to contribute towards your food and accommodation costs.
- Interns will be provided with a pre-departure orientation and training session, as well as a debriefing session upon their return to Canada. Costs of food and accommodation during these trainings (from 3-5 days) are covered by ACIC.
- International travel costs (departing from and returning to the Canadian hosting organization) are covered, including flights, taxis or buses to and from airports, and stop-over accommodations if applicable.
- Visas for the country you are travelling to (including any renewals, if applicable) are paid by ACIC.

- You must be in good health to ensure a successful internship. If offered a position, please schedule an appointment with your medical doctor as soon as possible for a thorough examination and discussion of the nature of the internship.
- If you require medication for any existing medical conditions, you will need to ensure you have an adequate supply for the duration of your stay overseas.
- Health-related costs (up to \$400) including consultations, vaccinations, and prescriptions for travel purposes are paid for by ACIC upon presentation of receipts.
- Travel health insurance (up to \$300, and not including travel cancellation or theft) will be reimbursed by ACIC. You must provide a copy of this insurance to ACIC prior to departure. It is your responsibility to notify your provincial health plan that you will be outside of your province (if applicable) and Canada, in order to maintain provincial coverage.
- You must have a passport that is valid for up to 6 months following your scheduled date of return to Canada. If you do not already have a passport, **it is your responsibility to obtain one and cover the cost.** This process currently takes 10-20 days (not including postal delivery times).
- The final monthly stipend will be paid at the end of the 8 month period to interns who fulfill all the requirements of the internship, including public engagement activities and submission of final reports.