

IIP Host Organization - Frequently Asked Questions

What is an IIP?

An IIP is a full-time (35-40hr/week), 8-week internship offered by an organization outside of the U.S. to a Princeton undergraduate via partnership with the International Internship Program (IIP). IIP's take place during Princeton University's summer break, typically June through August. IIP's can either be in-country, hybrid (3 days in office, 2 days virtual in-country), or fully virtual (may otherwise be known as remote work).

How do I partner with IIP?

For an organization to host IIP interns, an authorized individual must email the [IIP team](#) to gain access to our Host Organization Application. The application will be reviewed, and if the IIP team wishes to proceed, the organization will be contacted to schedule an appointment with the IIP Program Director and Advisers. In this appointment, we will discuss the positions, projects, and the scope of work the organization will offer our interns to ensure that they align with IIP's mission and follow the guidelines of Princeton University's student hiring protocols. Our student stories and internal resources will also be made available to you at this appointment.

Who is my point of contact at IIP?

Organizations accepted into IIP will be matched to an [IIP adviser](#) based on geographic region. Questions regarding interns and internships can be directed to the IIP adviser. Questions about the Host Organization Application, Agreements (contracts), and invoices can be directed to IIP's [Administrative Assistant](#). General inquiries can be emailed to the IIP team at iip@princeton.edu.

Who funds IIP interns?

Interns are generously funded by IIP. For expenses IIP does not cover, such as visas and vaccines, interns may apply for funds from external sources or fund themselves. Host organizations may also contribute to funding in the form of stipends, scholarships, and partial or full coverage of interns' costs (ex. giving interns pre-filled metro cards for travel to and from work, providing certain meals via a workplace cafeteria, etc.) We ask that host organizations inform us of cost-of-living information for their locality and what financial contributions they can make for interns in our Host Organization Application.

Who is responsible for interns' travel and lodging?

Interns are expected to coordinate all aspects of their travel and accommodation unless the host organization has opted to arrange them. As regional and cultural experts, IIP expects our partners to provide ample guidance to interns prior to their departure on topics such as acquiring the correct visa, potential housing locations, etc. Communication between the host organization and the intern should begin as soon as IIP confirmed the intern's commitment.

What role does the IIP team play in the internship process?

The IIP team acts as an intermediary between our host organizations and interns. As part of our Host Organization Application and internship application cycles IIP vets, guides, and prepares our partners and interns for the road ahead. Once interns officially accept their placements in the decision phase, we formally connect our host organizations and interns so that direct supervisors can take the lead. Throughout the pre-departure and abroad phases of the IIP, we will remain a resource to help you and the interns to facilitate successful internships.

What does the IIP process look like?

The following list reflects the phases of the IIP process. Included are the important dates for the summer 2024 cycle.

- **Host Organization Application Submission**
 - **August 17, 2023:**
 - The Host Organization Application opens for summer 2024.
 - **September 18, 2023:**
 - The deadline to submit an application to host an intern.
 - **October 1, 2023:**
 - The Host Organization Applications will be reviewed, and partner organizations will be contacted by their IIP advisers regarding their inclusion in the summer 2024 cohort.
 - **October-November 2023:**
 - The IIP office will distribute Agreements for partners to review and sign.

- **Intern Application Submission**
 - **October 1, 2023:**
 - The IIP application for students opens online.
 - **December 4, 2023:**
 - The IIP application for students closes.

- **Intern Application Review**
 - **December 2023 – February 2024:**
 - The IIP team conducts pre-screening of internship candidates and submits reviewed applications to partner organizations for final review. The host organizations conduct virtual and/or phone interviews to make final candidate selections.
 - **February 26, 2024:**
 - All rounds of interviews must be completed by this date, and the IIP team must receive final candidate decisions from host organizations.

- **Intern Decision**
 - **February – April 2024:**
 - Offers will be made on a rolling basis to students by the IIP team on the host organizations' behalf. Students will have 3 days from the date of the offer to confirm their acceptance before offers are made to waitlisted students.

- **Pre-Departure**
 - **April-June 2024:**
 - The IIP team will connect host organizations with interns officially so that interns will be in direct communication with supervisor(s) to plan and prepare for their internship. Host organizations are encouraged to communicate any information that will prepare and orient interns about their internship and travel before departure.

- **Abroad**
 - **June – August 2024:**
 - Students are engaged in international internships.

- **Return & Reflect**
 - **August- September 2024:**
 - The host organizations will provide the IIP office with feedback via the Supervisor Feedback form and/or debrief meetings with IIP advisers.