

Hosting an Intern through the MIT-Denmark Program

MIT-Denmark matches MIT students with full-time, professional internship and research opportunities in Denmark. The MIT-Denmark program was started in September 2018 with support from Dansk Industri and Industriens Fond. We are part of [MIT International Science and Technology Initiatives \(MISTI\)](#), which has programs in over 25 countries around the world.

This guide provides some insight into the process, cost implications, some visa tips, and a link to share information about your company/organization and opportunity.

What kind of students does MIT have?

- MIT is known for its strengths in Engineering, Computer Science, and other Sciences (Physics, Biology, Chemistry, etc.), but also has robust social sciences, architecture, and business programs. Learn more about the courses ('majors') offered at MIT via <http://catalog.mit.edu/degree-charts/>
- Hear from MIT students who have participated in MISTI internships in the past: <https://youtu.be/J54NYoqkmes>
- Bachelor/Master/Ph.D. depending on need and student interest
 - o The majority of students who participate in MISTI are at the bachelor level

How does hosting an MIT intern work?

1. Students apply to the program and express their interest in specific opportunities or industries
2. Students undergo a screening interview to determine interest and fit
3. Applicants' details* are shared with potential host companies and matched against their interests and project needs
4. Companies invite candidates to conduct an interview, then extend offers
5. Students accept an offer, and then are committed to the program
6. MIT-Denmark works with students on logistics and arrangements (such as visa applications, flights, housing) and conducts pre-departure training

**General Data Protection Regulation (GDPR)*

When applications are shared with potential hosts, containing students' contact and other information, students have consented to share this as part of their application to the MIT-Denmark program. This sharing of data has been reviewed by the MIT legal team and is consistent with GDPR rules.

The value of a MISTI intern

Host companies and labs provide MIT students with pivotal personal and professional experiences. Many say that their organizations benefit just as much as the students do. They report that MIT students bring fresh perspectives, new knowledge and invigorating enthusiasm

Students are:

- Pre-selected from the top tier of MIT students (4.0 minimum GPA)
- Recommended by faculty
- Prepared to immerse in the culture of the host country
- Instructed on living and working in the host country
- Skilled in the lab/work setting thanks to previous internships, UROPs and other hands-on MIT work
- Ready to hit the ground running

Timeline

September-December: Students reach out and submit applications to MIT-Denmark. At the same time, companies share internship project descriptions

December-March: MIT-Denmark conducts interviews of interested students. They are evaluated based on previous experience, professional skills and relevant coursework, as well as soft skills such as independence and communication. They also share their interest and reason for wanting to intern in Denmark.

- Candidates are shared with companies as potential matches are identified

21 March: In order to have enough time to coordinate logistics (including housing, visas when necessary, flights, etc.) all summer internship placements must be confirmed by 21 March.

March-May: MIT-Denmark assists students with pre-departure arrangements and students participate in cultural, professional and health & safety training.

June-August: Students travel to Denmark and participate in summer internships.

While the majority of MIT students are seeking summer internships, as that is the timing that aligns with their break in coursework, it is possible to host a student at any time of year. Students with availability to intern during the semester are less common and therefore have a more flexible process and are handled on an ad-hoc basis.

Please note that an intern is never guaranteed, as it is critical that we have a good match for both the student and the host.

How is the MIT internship funded?

As part of MISTI's mission, the opportunity to intern abroad should be open to all MIT students. One key element of this is ensuring the program is cost-neutral for students, meaning they receive the funds to cover their basic expenses (housing, local transport, and food). Where this money comes from differs based on the host's ability to contribute to the student's expenses, with more information below. This is a discussion held with the Program Manager.

The MIT-Denmark program was founded with support from Dansk Industri and Industriens Fond which covers program costs for the first three years, which may include student stipends for those hosted at medium-sized and start-up companies. Not sure if you're a medium or smaller company? Check out the [EU's guidelines by clicking here](#).

Types of cost implications for hosts

1. When a host is able, they cover all costs. This is determined by the host. The total cost for an intern is around 10,000 USD (65.000 DKK), which includes their travel, accommodations and logistical support.
2. In cases where the host already has interns, the same compensation package is expected for MIT students. MIT-Denmark can cover flight and visa cost if no relocation package is available.
3. A host contributes what they can to cover the student's experience (e.g., company housing, part of the stipend, or transportation and lunch), while MIT-Denmark uses its funds to cover the remaining expenses.

Even when a host cannot provide the student with a monthly stipend, it is important that the host provide some form of support as an indication of their investment in the internship and commitment to the program.

In order to improve the experience for our students, and due to the up-front nature of many costs (such as booking housing), MIT-Denmark strongly prefers to provide interns with their stipend in advance of their travel. We can work with you to coordinate transfers on a timeline that works best for your company.

What is a host's responsibility prior to the internship?

Logistical Support

Students are provided with assistance from the MIT-Denmark program in securing flights and finding housing. Students ultimately book their own housing and are welcome to access and use any housing provided by or recommended by the host.

Internship Contract

We ask that both you and the student sign a basic contract with a high level description of the project, working hours, supervisor name and contact information, and internship dates. We have a template for this document that will be shared once an internship is confirmed, or you are welcome to use your own.

Visa

For internships fewer than 90 days in length (most summer internships) a visa is not required in many cases. If the internship lasts longer than 90 days, if it is company policy that all foreign interns have a visa, or if it is required due to the citizenship of your intern, the MIT-Denmark Program Manager will work closely with students to facilitate the visa application.

Below are a few tips related to the MIT-Denmark interns.

- The student applies for an internship visa, initiating the visa application process by generating a Case ID number that is then shared with the host. Next, the host completes the relevant section. Finally, the student completes the application and submits the form.
- The visa process typically takes around a month but can take up to three months. This is why there is always a lead time between when an offer is issued, and a student starts. There are exceptions.
- **The internship visa is issued per the dates of the internship contract, meaning students need to enter and leave the country on those dates.** Be sure to discuss with the student when they would like to enter and leave Denmark (e.g., weekend before / weekend after) to include appropriate dates in the contract.
- If interns are in Denmark under 90 days, they could be considered MIT employees and might not need a visa.
 - o However, students receiving funding directly from their host will need a visa and to stay in Denmark at least 91 days to be able to receive a CPR number and open a bank account.

For information about the internship visa, visit <https://www.nyidanmark.dk/en-GB/Applying/Interns>. For additional support, please contact Dansk Industri.

Sharing your internship opportunity

As the MIT-Denmark program works with students, it is very helpful to have information about the projects available at your company so that we can match them against the interests and skills of potential candidates. We also need to know information about the student profile you are interested in receiving—what skills will they need in advance of joining, what should be focus of their academic study, etc.? You can complete the form available here: <http://tiny.cc/mitdkhhost> or you are welcome to submit projects in an alternate format.

Special circumstances – COVID-19

We must consider the possibility that we will not be able to resume our regular internship program this summer, due to pandemic-related travel restrictions and safety concerns. We will be able to make a final decision in the early spring (no later than the 21 March deadline), but in the meantime are moving forward with cautious optimism. Those completing the above form will notice a question about “remote” internships—if we are unable to have students travel this summer, we will instead make internships available in a virtual capacity, with the intern completing their work from home. At this point, simply note whether it would be possible to host a virtual intern, and we will follow up at a later point if necessary.