

Internship Agreements - Frequently Asked Questions

I am a prospective student/offer holder, can I have an internship agreement?

You are able to request an internship agreement once you have fully registered on campus for the start of your programme. We are unfortunately unable to provide you with an internship agreement before then (this includes pre-enrolment). Once you have fully registered on campus for the start of your programme, we would be happy to look at any internship agreement you may need.

My employer would like to use their own agreement, how does this work?

If your employer would like to use their own Agreement please indicate this in your internship agreement form submission and upload the agreement. Please ensure an English translation is provided. We will need to:

- review the Agreement with the LSE Legal Team
- make any appropriate amendments
- send these amendments back to you and your provider for approval
- at our discretion sign and stamp the Agreement
- send the Agreement back to you electronically

Please note, if the Agreement is not our own, has been amended or not covered under English Law, there is a possibility that we may be unable to sign it. There will be a delay in processing your submission, as the LSE Legal Team will review the Agreement. This includes making amendments or additions, consulting with you and your internship provider, before finally passing on a final agreement to the School Secretary to sign once approved. We would advise that you submit the Agreement to us as early as possible and if no less than 21 working days before your internship is due to start; during busy times of the year there may be a longer delay.

My employer needs the agreement to explicitly say it is covered by another governing law, can you do this for me?

If the agreement is covered by another governing law, there is a possibility we may be unable to sign the agreement. The LSE Legal Team will need to consider the Agreement before signing.

Can I delay my graduation to extend my student status?

No. Your registered student status is not connected to your graduation ceremony but to the end of your programme of studies. Therefore, you cannot delay your graduation to extend your student status.

Please confirm with the [Student Services](#) and your department when your programme completion date will be.

On all agreements we will make the following information clear:

- Your programme
- Your programme start and end date

We are not able to sign any Agreements which state you are a registered student if this is not the case. We will add an amendment to any non-LSE agreement which requires this where the internship commences or ends after programme completion. To avoid disappointment, **please ensure that your employer is aware of your registration status at the time your internship is due to begin.**

Can LSE Careers give me a letter confirming my registration status?

If you are on a course of study and need a letter with your current student status at LSE, please contact the [Student Services](#). This letter will detail your registration status at LSE for example, 'registered', 'unregistered (assessments only)', 'unregistered (awaiting results)'.

My employer wants to make other amendments to the internship agreement. Is this possible?

Yes. If your employer would like to make any amendments to the LSE Careers Internship Agreement please ask them to provide you with the necessary information. Common additions can be remuneration and expenses. Amendments must have an English translation and are considered and approved on a case by case basis.