

## Internship Program Guidelines

### 1- Academic Credit

IIE will help complete paperwork necessary for students to earn academic credit for their internship, but it is the responsibility of each intern to fully investigate their institution's requirements for credit.

### 2- Intern Living Allowance

Interns receive a monthly allowance for living expenses in Mexico City. Interns should be prepared to complement this allowance with personal savings or financial aid from their academic institution.

### 3- Destination Information

- [Map of Colonia Juarez](#)
- [Map of Mexico City](#)
- [Solutions Abroad](#)

### Transportation

Moving around Mexico City is fairly easy given the public transportation infrastructure. The METRO, or underground subway, covers the entire city and is very inexpensive. While it can get very crowded during peak hours, the first two cars of each train are reserved exclusively for women. The closest METRO stops to the IIE/Latin America office are Cuauhtémoc and Insurgentes. [Metro \(Subway\) Map](#)

The MetroBus offers an above ground public transportation service at a slightly higher price. The closest MetroBus stop to the IIE/Latin America office is Hamburgo. [Metrobús Map](#)

While it is easy to hail a taxi on the street, it is recommended that you request a secure taxi by calling your local *sitio taxi* (taxi stand). Most *colonias* (neighborhoods) have a few *sitio taxi* options to choose from. The cost of a *sitio taxi* is usually about 20 to 40 pesos more expensive than a street taxi.

### Housing

It is generally possible to rent a room in an apartment for 3000 to 5000 pesos, although housing in premium neighborhoods will be more expensive. IIE provides interns with information on how to find a place to live. For information on apartment and room rentals, we recommend the following websites:

- [Craig's List](#)
- [CompartoDepa](#)
- [Segunda Mano](#)
- [metroscubicos](#)
- [Casa de los Amigos](#)

#### 4- Frequently Asked Questions

1. On what basis are intern applicants selected?

Interns are selected based on academic preparation, previous work experience and how it relates to the needs of the office projects or activities at the time of application. Letters of reference also play an important role in the selection.

2. Is there an application fee?

There is no fee to apply to the program. However, IIE does require an original copy of your academic transcripts for which most institutions charge a fee.

3. Are the starting and closing dates of the internship program flexible?

IIE prefers to have interns start and complete their program on the established dates; however if these dates do not correspond directly with your academic calendar, please specify availability when completing your application.

4. Can I choose which project I'd like to work on at IIE?

IIE projects and activities vary by year and season. Interns are selected based on their academic preparation and previous work experience and how it relates to the needs of the office projects or activities at the time of application. However, applicants should specify in which area they are interested in working.

5. Do I need to be completely fluent in Spanish?

Interns will communicate in Spanish with the public and therefore require strong written and spoken Spanish. Completion of 300 level (or three years) of Spanish coursework is required and applicants who have completed at least three months of study abroad in a Spanish speaking country are preferred. During the application process, candidates may be interviewed by telephone, at which time they will be asked to demonstrate their Spanish-speaking skills.

6. If I was not selected for the session I applied, can I apply again at a later date?

Yes, intern applicants are allowed to apply more than once. Upon learning that you have not been invited to participate in the internship program for the session you'd applied, if you would like to reapply, please send us an email requesting that we keep your application on file. When you're ready to reapply, please send us any updated application material that may influence our selection decision.

7. Can I extend my internship program beyond three months?

Qualified interns are eligible to extend their program depending on the office's needs and ongoing projects. Interns should specify their interest to extend their program in the application and/or upon arrival.

8. Will I be able to travel while working for IIE?

All interns will be working directly with IIE/Office for Latin America, based in Mexico City. Some intern projects require that interns travel to various cities in Mexico, however, this is on a case-by-case basis.

9. Do I need a visa to come to Mexico?

For U.S. citizens: Interns are considered volunteers and will not be participating in an academic program. Therefore, the student visa or FM3 work permit are not required. You will receive a tourist card upon entering Mexico. Mexican immigration allows tourist visitors to stay in the country for up to 180 days. The U.S. government requires that U.S. citizens entering México hold a U.S. passport. For non-U.S. citizens: 90% of IIE/Office for Latin America interns are U.S. citizens. For citizens of other countries, it is the applicant's responsibility to understand the regulations governing their stay in México and complete procedures to secure legal permission to enter México in a timely manner. IIE will not assist applicants in the visa process. The [Instituto Nacional de Migración](#) provides lists of countries that [require](#) and [do not require](#) a visa to enter México.

## 5- Alumni Comments-Advising Division



"I am particularly proud of the pre-departure orientation, as I believe that is the project that I was able to contribute the most creative energy and thought, as well as my participation in the OAS proposal and International Week Open Doors because I felt that these projects required critical thinking and pushed me to work under the pressure of impending deadlines. It was also an opportunity for inter-departmental work experience. These were also projects in which I felt particularly entrusted with a

high level of responsibility, which I appreciated. Finally, working with the outreach adviser workshop was rewarding in that it gave me the chance to know another side of the organization, and offered a unique challenge in working with colleagues with different needs, personalities, and geographic locations."

*-Rachel Josephs, Summer-Fall 2009,*

*-After the internship-returned to a Masters program at Monterey Institute of International Studies*

"It [IIE Advising Internship] fulfilled my expectations and went beyond them. I was under the impression that this would mainly be a desk job, but it has been much more than that and has involved a tremendous amount of interaction, which I enjoy."

*-Nicole Lebenson, Summer 2009,*

*After the internship-employed by IIE-New York*

"My time in Mexico, this internship, and my research project have helped me tremendously to think about the next step, educationally and professionally. My research project has really helped me to see education in a human rights context, and I see educational inequities in Mexico as very similar to those that exist in the U.S. for Latino and other minority groups. As a result of my time in Mexico, I decided to apply to (and was accepted by) Teach for America. I will be teaching in a bilingual middle school



on the Texas-Mexico border for the next two years. I am very interested in graduate work in educational anthropology, and hope to pursue my PhD in Anthropology several years from now and/or a Fulbright Scholarship. I believe the skills I have learned here will be invaluable for me in a variety of settings. I attribute the clear development of my professional interests and my acceptance to Teach for America on the border to my 6 month internship in Mexico."

*-Whitney Easton, Spring-Summer 2009*

*-After the internship-employed by Teach for America*