

Internship Application Process

1. All BRAC internship applications should be submitted by **the deadline specified in the relevant [available internship](#) description.**
2. All applications are accepted on the basis of merit and academic/professional records. **Any attempt to use unfair means to secure acceptance may lead to the cancellation of the application.**
3. Download the application form [here](#).
4. Complete the application form and **submit it to the Internship Unit (at internship@brac.net)**, along with an updated CV including a passport-sized digital picture. **The CV must detail your academic background and professional experience.**
5. **Please mention the name of the programme/department in which you are applying for an internship in the subject of your email.**

Following receipt of the completed application form, it is assessed and forwarded to the relevant programme/department with a view to making a placement which will be of benefit and value to both the programme/department and the prospective intern. A decision regarding your application will be communicated to you within 2 weeks of the application deadline expiring, if not before.

FAQ

Potential Intern Applicants

1. **In which countries does BRAC offer an internship programme?**

The internship programme is only available with the BRAC Bangladesh operations and has not yet been expanded to BRAC's international ventures in Africa or Asia.

2. **How do I apply for an internship?**

Download the [application form](#). The process is described there.

3. **Are there any summer exposure trips for foreign interns?**

There is no summer exposure trip now in BRAC. If anyone from outside Bangladesh wants to do an internship in summer then he needs to apply into available internship opportunities on our BRAC website.

4. **Is there a fee?**

There is no processing fee for interns placed into programmes of BRAC.

5. **What is the climate like in Bangladesh?**

Bangladesh has a tropical monsoon climate, with a hot and rainy summer and a dry pleasant winter.

6. **I can't speak Bangla. Do I still qualify for an internship?**

Yes you do. BRAC receives foreign interns who have no knowledge of Bangla every year. BRAC also offers translator services if requested by an intern, especially when engaged in field work. Interns have to pay for these translators' services, as well as for their food and accommodation. Most BRAC staff stationed in the head office can communicate fluently in English.

Accepted Interns

Logistics

1. How do I get a visa and what are the requirements?

Bangladesh requires that most foreign nationals get a visa prior to arrival. The process differs depending on your nationality and country of residence. We are not qualified to give advice on the type of visa you should apply for. Please contact your nearest Bangladesh Embassy or Consulate for further information. When applying for the visa, make sure you ask for enough time to cover your expected duration. It is very difficult, time-consuming and often impossible to apply and get approval for an extension from Bangladesh.

2. Where will I stay in Dhaka? Will BRAC arrange my accommodations?

Interns are advised to start looking for accommodation in advance of their arrival in Dhaka. BRAC can offer you assistance to secure suitable accommodation. Accommodation options can range from BRAC Learning Centres (BLC) for the field, BRAC Inn, housing with host families, guest houses and hotels in neighborhoods in Dhaka where most foreigners and diplomats reside.

3. Should I contact my supervisor before arrival?

We advise you to be in touch with your Supervisor at BRAC from pre-arrival to discuss and fine tune your internship and to have an idea about your role and schedule. You may discuss assignment details, your areas of interest and strengths, field visits and you can also request reading material via email.

4. What gadgets, if any, will I need for my internship?

All interns are recommended to bring their own laptops as the organisation may not be able to provide sufficient resources. Interns usually have a laptop, camera and voice recorder upon them. The camera and voice recorder are helpful for field work.

5. How will I get an internet connection and a cell phone in Dhaka?

Local telecommunication service providers have their centres at the airport as well as locations all over Dhaka. Both cell phone and internet services may be obtained from them at reasonable prices.

6. Can I avail any facilities from my embassy as a foreign national in Bangladesh?

We advise our foreign interns to register with their embassies in Bangladesh, as soon as they arrive. Once registered, the intern may be able to use some facilities provided by the embassy, receive updates and alerts about national emergencies and help in case of emergency evacuation etc. You can search the contact details of your country's embassy here: <https://bd.usembassy.gov/contact/>

7. How much money should I plan to carry for my stay in Bangladesh?

It depends on how long you stay in Bangladesh and where you chose to stay and dine, since Dhaka caters to all levels of spending capacity. On average, interns should be prepared to meet costs of approximately 700 USD per month. It is also recommended that you have access to at least an additional 200 USD for emergency purposes. ATM's and banks are widely available in Dhaka.

Bringing both a debit card and a credit card would be most convenient and interns are advised to own a VISA card (as opposed to Mastercard or any other providers) since it is the most widely accepted card in Dhaka.

8. Will somebody from BRAC pick me up from the airport?

No. Taxis are available at the airport. Make sure you have the address of your destination written down and explained to the driver with the help of an English-speaking local at the airport.

9. Where will I exchange currency when I arrive in Dhaka?

Currency exchanging points are available at the airport and also widely available in Dhaka.

10. What should I know about public transportation in Dhaka?

Rickshaws (tri-cycles with ornate hoods) and CNG's (green motorized three-wheelers) are convenient, available everywhere and safe public transport options. Details will be provided during orientation.

11. What is the state of security in Dhaka?

The neighborhoods recommended by BRAC will be suitable and safe areas to live in. However, it is always suggested that you move in groups and avoid traveling after dark. A detailed security plan will be emailed to you before your arrival which you will sign and submit during orientation.

12. What happens if I find myself in a difficult situation?

The security plan will brief you on how to act in case of an emergency. The internship coordinator will also be available to instruct you in such conditions.

13. What should I do in case of a medical emergency?

The security plan includes a course of action in case of a medical emergency. Details will be addressed at the orientation. During office hours a doctor at the Health Department within the BRAC Centre will be able to assist you. A handout will be provided to all interns/volunteers with important phone numbers of the police and fire departments, hospitals, ambulance etc. if ever needed in case of emergencies outside of office hours.

14. What is BRAC's policy about alcohol and drugs?

BRAC operates as per the regulatory laws in Bangladesh. It follows the controlled substance laws. Foreigners are allowed to consume alcohol at their private premises. Details will be provided at the orientation.

15. Can you recommend a packing list for my trip to Bangladesh?

General:

- Three passport size photos for registration
- Laptop (preferably with wireless internet setting)
- Mosquito Repellent
- Sunglasses
- Raincoat and umbrella (for rainy seasons)
- Hand sanitizer
- Sunscreen

16. For the field:

- Durable shoes
- Dry food
- Clip board
- Backpack
- Flash light
- Mosquito Repellent
- Bed sheet, pillow cover
- Flask to carry water
- A book to read
- Portable music player and headphones
- Medicine kit once in Dhaka and instructed by coordinator
- Camera (preferably digital)
- All interns, including locals, are recommended to bring their own laptops as the organisation may not be able to provide sufficient resources

Culture

1. Will BRAC arrange my accommodations when I am out for field work?

Yes, BRAC will. Interns usually stay at the Learning Centres (BLC) and have to pay on a daily basis for food and accommodation. They also have to pay for transportation.

2. What will be my mode of transportation in the field?

Interns usually move around on foot, in rickshaws and in three-wheeler auto-rickshaws, popularly known as CNGs, when out for field work.

3. What food will be available to me in the field?

The BLC's usually serve local Bangladeshi meals which include rice, dal (lentils), fish/chicken curry and curried vegetables. Filtered water will also be available.

4. What is Bengali cuisine like?

Rice is a staple for Bengalis. Other than that, fish curries, chicken/beef curries, dal (lentil soup), curried vegetables and mashed potatoes make a very basic Bengali meal. A great variety of spices are used in Bengali cuisine and snacks involve lots of deep-fried items such as shingaras and samosas.

5. Is western cuisine widely available in Dhaka?

Yes it is. Supermarkets in Dhaka offer a large selection of local and international groceries. Many restaurants and bakeries also cater to people with a palate for international cuisines such as Continental, European, Italian, American, Chinese, Thai, Korean and Japanese, to name a few. A lot of these places will be at a close proximity from the interns' residence.

6. Will I have to drink bottled water in Dhaka?

Yes. Interns are advised to drink bottled water.

7. What is considered appropriate clothing in Bangladesh?

As a foreigner going to a Muslim country, you would be expected to show respect for the cultural differences in Bangladesh. Interns are thus advised to conform to social norms when in the country. Men are advised to wear full length pants (shorts should not be worn to the field, nor at the head office) paired with t-shirts, shirts or panjabis (long, traditional shirts for men). Women are advised to dress in local wear (shalwar kameez/fotuas with a long scarf) especially when out at the field. As long as the clothing is made of light material like cotton, covers the arms and legs and isn't tight fitting, you should be comfortable moving around.

8. What recreation options does Dhaka offer?

There are several restaurants, hotels, clubs and museums that offer recreation options. The internship coordinator will be able to advise you upon arrival.

Internship Expectations

1. What facilities can I expect to avail as a BRAC intern?

To date, BRAC has hosted interns from all over the world and facilitated various kinds of support and assistance for them. These facilities include:

- Stipend per month BDT 8,000
- Trained Translators
- Subsidized meal at BRAC's staff cafeteria
- Transportation at BRAC staff rate (conditions apply)
- Access to the very resourceful BRAC University Library
- Reports of former interns of BRAC

2. What is the expected output from the internship?

The ToR will specify the expected output from the interns specifically. Depending on conversations with the supervisor, most interns involved in research projects are expected to produce a report highlighting their research analysis and results. You can also offer a presentation to your department to explain your findings and foster discussion.

3. Will I get a recommendation letter or a certificate upon completion of my placement?

A Letter of Appreciation will be given to you upon completion of your assignment. Your direct supervisor may also be willing to write a personal recommendation.