



## Becoming an Intern at Green School

### PROGRAMME DESCRIPTION

***Are you a positive, energetic, green-minded, education-oriented university student looking for a Bali adventure? If yes, our internship programme might be a perfect fit!***

If you are interested in joining Green School as an intern, you need to:

- Be currently enrolled in a college or university and can provide a Letter of Appointment and a Letter of Intent (templates supplied) from your school or university;
- Provide all necessary documents for the visa process (Visa expenses will be covered by Green School);
- You will complete a written assessment of your internship upon completion

A central goal of our intern programme is to provide opportunities for learning and sharing for the local and international community. As an intern, you will gain valuable work experience and learn job-related skills and the importance of and impact that communication, teamwork, working styles, and personalities from different cultures can have in any organisation. The Green School environment offers a holistic way of working and living with multi-national staff, in a safe environment with regular check-ins with participants, helping them to maintain balance in all aspects of their campus and academic lives.

One of the aims of the Green School's internship programme is to create a space within a sustainable environment where individuals can exchange knowledge about new paradigms in education, nature, global citizenship, and how this relates to themselves as well as others. The love, passion and dedication that interns contribute to Green School make it the groundbreaking place of education that it is. Each year a diverse group of interns come with their own special set of interests and skills. By sharing with the community, they are helping to imagine the possibilities of what can be and shape the future of education.

Although interns are selected and given a specific job function, much of the work they do expands the boundaries of what is listed in the position description. Because collaboration

is a core aspect at Green School, interns are expected to collaborate with the Green School staff and one another on projects and programs, thus contributing in the smooth running of the school. Some of this work is strategically defined for the interns in their job descriptions, but much of will just flow naturally.

## Requirements

It is expected that all candidates will:

1. Bring an intense desire to learn, expand their experience of the world, share their passions and contribute to the Green School community in creative and positive ways;
2. Be self-sufficient and able to take initiative in all areas of life and work, and in a position to arrange and cover your own costs; transport, accommodation, travel/health insurance (including med-evac) and living expenses;
3. Hold a passport with at least 18 months validity from your planned arrival date with and more than 6 un-stamped pages;
4. Commit to either a semester or full academic year of service:  
**Semester 1:** Aug – Dec (Application Deadline: end of March)  
**Semester 2:** Jan – June (Application Deadline: end of August)
5. Provide the necessary documentation to process the visas to legally participate in our program:
  - Copy of passport
  - Copy of birth certificate
  - Copy of insurance card
  - Passport photo size 4x6 cm with red background
  - Residential address
  - Resume
  - Copy of HIV test (not more than 3 months old)
  - Police Clearance/Background Check (not more than 6 months old)
  - Original High School degree and college degree (if you hold one) and transcripts from your university, if applicable, (or 6 legalised photocopies of each document - [each one must be legalised, not photocopies of one legalised document]. For the purpose of getting your application started, please email copies to us now).
  - Letter of Intent and Letter of Appointment from your university (template supplied with your acceptance letter)

If you are selected to join our community as an intern, visa expenses will be covered by Green School with the exception of the visa application fee at the Indonesian Embassy in your home country. Please check your local embassy website for other requirements and fees for obtaining a 6 month or 1 year temporary stay permit. Once we have received all of the above

documentation, the Legal Department here at Green School will process your application and seek approval of the Department of Immigration in Jakarta. Once that has been approved, you will be sent electronically all documents necessary to make application at the Embassy nearest you for your visa.

## Eligibility

As there are limited positions available for interns, we have developed a thorough selection process.

- Fill out the online application
- Green School will contact

Please submit a current resume, an official transcript, a letter of reference, and a letter of approval from the students' High School/College/University office indicating the course may be used for credit and a statement outlining what the student hopes to achieve as an intern. Selection is based on motivation, resume and interest.

If there is any suspicion that you may be involved with illegal substances or activity, or anything that goes against the laws of Indonesia or customs of Bali, our agreement will be cancelled, effective immediately. You will be fully responsible for yourself during your time here.

## Travel Tips:

- **International Travel Health Insurance**  
Research and sign up for an International travel health insurance plan that includes the option of medical evacuation as well as treatment in your home country for the duration of your internship. We request that you provide a copy of your insurance card/information to the Head of Department for our records. There are several members of the Green School community who can assist with medical questions on this end. Please make sure you have a support system in place in your country to help if you need it.
- **Plan Your Trip**  
Schedule in advance and commit to being on campus from Monday – Friday, except for holidays, for the agreed time period. Take the opportunity to explore this part of the world. Time away for short periods can be arranged with the Head of Department; plan your bigger adventures either before or after your assignment, or during school holidays.
- **Mobile Phones**

After your arrival, please prepare a working cell phone (unlocked) to use locally, arrange a local SIM card on arrival, and bring a computer with basic applications.

- **International Driver's License**

If you choose to ride a motorbike make sure to arrange a valid international driver's license in advance. Research the laws and customs in advance. In addition, invest in an excellent helmet.

- **Adapting to Bali**

Being in an environment different from what you are used to will be exciting, though can also be stressful. Maintaining a gracious and professional attitude in the face of cultural differences, language barriers, and insects will be a challenge to embrace. You will be exposed to various discomforts of daily life; will often be hot, sweaty and dusty.