



HACU National Internship Program

INTERNSHIP EXTENSION INFORMATION

In special cases, supervisors may want to extend the internship assignment. Such situations may include completion of a project or attendance at a conference or trade show. **If you and your intern would like to extend the assignment, please speak with your agency's HNIP liaison.** The liaison and/or the supervisor will determine if funds are available to pay the stipend for the extension.

Please follow this process for extensions:

1. Send an email to hnip@hacu.net requesting an internship quote from the HNIP team. Please put "Internship Extension Request" in the subject line. Include this information:
 - a. Intern Name
 - b. Dates of extension
 - c. Hours per week
2. Once the quote request is received, we will provide a quote via email within 2 business days.
3. If funds are available to cover the quote provided, please submit an online extension request by logging in at www.hacu.net/internportal (page has log in assistance) and selecting "Job Extension" from the portal page ([screen shots and instructions](#)).
4. Once the liaison approves the extension, HNIP Team will notify the supervisor and intern when the extension is processed and approved.

Note: An extension cannot run into the next internship session. Some extensions are contingent on housing availability. Agencies are responsible for the cost incurred to change flight for intern.

If the supervisor and intern would like to extend the internship for the entire following session, please speak with your agency's HNIP liaison. The intern must meet the eligibility requirements of the next internship session.

If you have any questions regarding an Internship Extension, please contact our HNIP office at 202-467-0893.

Thank you,
HNIP Team