



**UNITED NATIONS
UNIVERSITY**

**Internship Programme for the United Nations University Headquarters
Application Form**

PART I - TO BE COMPLETED BY THE STUDENT

1. Family Name:	Given Name:
------------------------	--------------------

2. Sex: F () M ()

3. Date of Birth: day/month/year	4. Place of Birth:	5. Nationality:
--	---------------------------	------------------------

6. Permanent Address:	7. Present Address:

Telephone No.:	Telephone No.:
Fax No.:	Fax No.:
E-mail:	E-mail:

8. Please list a name of the person to be notified, in case of emergency.

Name:

Address:

Telephone:

9. Insurance:

I hereby confirm that I hold a health/accident insurance policy as follows:

Policy Number:

10. Knowledge of Languages:

Language	Read		Write		Speak	
	Easily	Not easily	Easily	Not easily	Easily	Not easily
English						
Japanese						
Other (Please specify):						

11. Higher Education

Institution Name, place & country	Attendance from/to		Degree (Date awarded/expected)	Major subject of study
	Mo./Year	Mo./Year		

12. Employment: Please provide your employment history.

13. Career Plans:						
14. Other Relevant Information						
<p>a) University scholarships or academic distinction:</p> <p>b) Publications (if any):</p> <p>c) Have you ever applied for regular employment with the United Nations? Yes _____ No _____ If yes, please give dates:</p> <p>d) Have you ever been convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? Yes _____ No _____ If yes, please give full details in an attached statement.</p>						
15. Internship Period:						
Please indicate your availability for the internship: From: _____ To: _____						
16. Preferred Work Assignment:						
Please indicate by numbering in order of preference areas in which you would like to be considered for an internship. <p>Programme on Peace and Governance: _____</p> <p>Programme on Environment and Sustainable Development: _____</p> <p>Campus Computing Centre: _____</p> <p>United Nations University Press: _____</p> <p>Library: _____</p> <p>Rector's Office/Capacity-building: _____</p>						
17 References:						
Please list persons not related to you who are familiar with your qualifications and character, and who have agreed to forward a letter of reference directly to UNU.						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;">Full name & Title</th> <th style="text-align: left; width: 40%;">Address</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Full name & Title	Address	_____	_____	_____	_____
Full name & Title	Address					
_____	_____					
_____	_____					

18. I have read and fully understand the guidelines and conditions of the United Nations University Internship Programme, which include the following:

- (a) that there is no financial remuneration attached to the UNU internship and that all the expenses connected with it must be borne by me or my sponsoring Government or institution;
- (b) that I am responsible for obtaining necessary visas and arranging my travel to the United Nations University in Tokyo;
- (c) that the United Nations University accepts no responsibility for costs arising from accidents and/or illness incurred during my internship and that I must, therefore, provide proof of my enrollment in a health insurance plan.

I CERTIFY that the foregoing statements and answers are true, complete and correct to the best of my knowledge and belief.

Signature: _____

Date: _____

This duly completed application and accompanying documents must be forwarded to the United Nations University at the following address: Chair of the Internship Committee, UNU, 5-53-70, Jingumae, Shibuya-ku, Tokyo 150-8925, Fax: (03)3499-2828, mbox@hq.unu.edu

PART II - TO BE COMPLETED BY THE NOMINATING INSTITUTION
(Where applicable)

Name of Institution/Organization: _____

nominates _____

to participate in the United Nations University Internship Programme in Tokyo under the conditions set out by the United Nations University.

Duration and timing of internship: _____

Purpose of candidate's proposed participation in the United Nations University Internship Programme:

Name and Address of Nominating Institution/Organization
(Must be stamped with the official seal)

Name of Certifying Official:

Signature: _____

Date: _____