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UNITED NATIONS  
UNIVERSITY

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## RECOMMENDATION FORM

### Internship Programme at the Office of the Rector

**PART I: TO THE APPLICANT:** Please fill in this section and then give this form to the person who has agreed to recommend you. Refer to the terms governing the submission of letters of recommendation on Part III of this form.

#### APPLICANT INFORMATION

APPLICANT'S NAME

(family)

(first)

INTERNSHIP PERIOD:

Year:

Term:  Fall (September-December)

Spring (February-May)

CURRENT OCCUPATION

AFFILIATION

DATE OF BIRTH (yyyy-mm-dd)

**PART II: TO THE REFEREE:** We would sincerely appreciate your opinion of the above named individual, an applicant to the Internship Programme at the Office of the Rector, United Nations University. Kindly fill in the fields below and attach to this document a letter of recommendation addressed to the Office of the Rector Internship Committee. We are particularly interested in your professional assessment of the candidate's character, achievements, quality of work and any capacities which you feel may contribute to the candidate's successful participation in the programme. In addition, please include how long and in what capacity you have known the applicant. Your letter need not exceed one page (500 words).

Referee's Name (Printed)

Position or title

Affiliation/institution

Address

Phone

Email

Signature

Date

**PART III: SENDING THE LETTER OF RECOMMENDATION:** This signed and completed form is to be forwarded to the Office of the Rector Internship Committee via one of the following methods.

1. Email: The referee emails a scanned copy of this signed and completed form and a letter of recommendation as attachments to ro\_internship@unu.edu, subject line: "Letter of Recommendation for [Applicant's Name]." The email must be from an institutional address, preferably as indicated in Part II above. Submissions from a public email domain (i.e. Yahoo, Gmail, Hotmail) will not be considered.
2. Post: The referee prepares hard copies of this signed and completed form and a letter of recommendation in a sealed and stamped official company or school envelope. This envelope may be submitted by the applicant along with other application materials or it may be sent by the referee directly to the Office of the Rector Internship Committee, c/o Will Argetsinger at the following address:

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