



**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:
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2. Sex: F () M ()

3. Date of Birth: day/month/year	4. Place of Birth:	5. Nationality:
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6. Permanent Address:	7. Present Address:
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Telephone No.:	Telephone No.:
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Fax No.:	Fax No.:
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E-mail:	E-mail:
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8. Please list a name of the person to be notified, in case of emergency.
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Name:

Address:

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Telephone:

9. Insurance:

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

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Policy Number:

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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.
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13. Career Plans:

14. Other Relevant Information

- a) University scholarships or academic distinction:

- b) Publications (if any):

- c) Have you ever applied for regular employment with the United Nations?
Yes _____ No _____
If yes, please give dates:

- 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.

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.

Campus Computing Centre _____
United Nations University Press: _____
Library: _____
Media Centre: _____

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.

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: _____

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: _____