



Application Checklist – Intensive Core Courses (2022)

The UNU-IAS Intensive Core Courses (IC Courses) Application must be done in one sitting, as applications cannot be saved and continued at a later time. The deadline for submitting application is **20 July 2022 11:59pm (JST)**. Make sure to complete the following steps to proceed with your application.

All applicants:

1. Review the checklist below and prepare your application materials.
2. Register Online [<https://forms.office.com/r/kMNjjvTGSn>]
3. Receive an email within 24 hours from UNU-IAS IC Secretariat with a link to the Application Form.
4. Submit your Application Form by **20 July 2022**.
5. Receive emails to;
 - I. confirm that UNU-IAS IC Secretariat has received your Application Form, and
 - II. request to submit the following supporting documents by **20 July 2022 as attachments to the e-mail in return**. Please prepare the documents which may take time to obtain beforehand.
 - Photo
 - Personal Identification Document
 - Transcripts of academic records at the college or university level, or certified copies of original transcripts
 - Evidence of English language skills (If applicable)Your application will not be completed if you fail to submit the supporting documents by 20 July.
6. **[Referees]** Receive an email regarding the request for providing references.
[Referees] Submit a letter of reference via email by **30 July 2022**.

Checklist

The Application Form may take you 30-60 minutes to fill in and it must be completed in English.

The Application Form is composed of 10 sections. There is the back/next button at the bottom of each section, which enables you to go back and forth to previous and next sections to edit the answered boxes **before** you hit the submit button at the end of the form. However, please note that the application must be done in one sitting – **you cannot save your application and continue it later.** Before you start your Application Form, please gather all necessary materials that are outlined in the list below and make sure to have all of them ready to be provided in the Application Form.

Section 1. Applicant Details

- Personal details (name, gender, birth date, email, telephone, address etc.)
- Number of your personal identification document (Passport number, national identification number etc)

Section 2. Educational Background

- Undergraduate and postgraduate education (institution, department, subjects, start and end dates and degree awarded)
- Lists of publications and practical accomplishments (if applicable)

Section 3. English Language Level

- Are you required to provide a proof of English language proficiency? (Find [more](#))
- A reason why you are exempt from providing English language proficiency (if applicable)
- Proof of English language proficiency (IELTS, IELTS Indicator*, TOEFL PBT, TOEFL iBT or TOEFL iBT Home Edition*)
- Your test result, test date, examination number of TOEFL or IELTS
- Knowledge of other languages than English

* In response to the COVID-19 Pandemic, UNU-IAS accepts scores of IELTS Indicator and TOEFL iBT Home Edition.

Section 4. Professional Background

- Three of the most recent employer's details (name, email, address and type of organisations)*
- Start and end dates
- Main responsibility, Title of position (type of organization, name of supervisor, description of various aspects of your work)

*If you have more than three employers, you can include them in Section 8 (additional information).

Section 5. Selection of Courses

- Selection of the courses one or two course/s from the list below.
 - UN System and Sustainable Development
 - Global Change and Planetary Boundaries
 - Principles of International Development Project
- Explain how this course would help you in your current career/ studies
- Relevant courses or training programmes attended earlier

Section 6. Essay on Your Motivation

- Describe your motivation and reason for taking the course(s) here with one per course. (Maximum of the words is 500 per one essay.)

Section 7. Letter of recommendation

Referee's details (Type of reference – academic or professional, name, position, organisation, email, address, telephone) *

Your referee will be required to submit reference letters **in reply to the e-mail the UNU-IAS IC Secretariat**. Referee is the one who are familiar with your character and who has agreed to write a recommendation on your behalf. Certain candidates may have difficulties in obtaining academic references and it may be more appropriate to get references from professionals or supervisors.

After you submit the Application Form and the supporting documents, your referee will receive an email from UNU-IAS IC Secretariat and be informed of how to submit references for your application. Please note that your referees will NOT have access to view your Application Form. **Before you apply, please make sure to contact your referees to ask for their approval of providing references.** UNU reserves the right to contact your referees.

Section 8. Acceptance of conditions by applicant

Section 9. Additional Information and final confirmation

- Any other additional information for your application
- Final confirmation before submittal

Inquiries

Emails will be the primary method of communication with UNU-IAS IC Secretariat. It is essential that you provide a valid email address in the Application Form. Please ensure that your email provider does not direct emails from icsec@unu.edu to spam or junk folders. UNU-IAS will not be held responsible for unread e-mail communication.

Before contacting UNU-IAS IC Secretariat, please read through [website](#) to see if your question has been answered. For any unsolved questions, please contact us at icsec@unu.edu.