Application Checklist – Intensive Core Courses (2023)

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 7 July 2023 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/JWpRqRw5yX
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 7 July 2023.
5. Receive emails to confirm that UNU-IAS IC Secretariat has received your Application Form.

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 6 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.
UNU-IAS Intensive Core Courses 2023

The items in the application form for your reference:

* Required fields

Section 1. Personal Information
1. First name / Middle name *
2. Family name (Surname) *
3. Date of birth *
4. Gender *
5. Nationality *
6. Country of residence at the time of application *
7. E-mail Address *
8. Current address at the time of application (Street, Town/City, State/Ward, Country, Zip code) *
9. Reachable telephone number *

Section 2. Current Affiliation
10. Degree programme in which you are enrolled (MSc / PhD / BS BA / Other) *
11. If you choose "Other,” please provide the details.
12. Year (1, 2, 3, 4, Other) *
13. If you choose "Other,” please provide the details.
14. Name of University / Graduate School / Institution *
15. Department *
16. Major / Area of Study *

Section 3. Educational History
17. Completed Undergraduate Education (Name of University) (1) *
18. Department (1) *
19. Major / Area of Study (1) *
20. Degree Awarded (1) *
21. Years attended (mm/yyyy - mm/yyyy) (1) *
22. Completed Postgraduate - Master Education (Name of University / Graduate School) (2)
23. Department (2)
24. Major / Area of Study (2)
25. Degree Awarded (2)
26. Years attended (mm/yyyy - mm/yyyy) (2)
27. If you have obtained more degrees, please give the information here. (3)

Section 4. English Proficiency
28. Are you a native English speaker? *
29. Did you receive a bachelor’s degree from an institution at which English is the language of instruction? *
30. English Test *

Applicants whose first language is not English and whose bachelor’s degree is not from an institution at which English is the language of instruction need to specify English language proficiency.
Section 5. Career History
34. Name and address of institution or agency which employs you (1) (Most recent) *
35. Period of employment (mm/yyyy - mm/yyyy) (1) *
36. Type of occupation / responsibility (1) *
37. Name and address of institution or agency which employed you (2)
38. Period of employment (mm/yyyy - mm/yyyy) (2)
39. Type of occupation / responsibility (2)
40. If you have more professional records to be highlighted, please give the information here.

Section 6. Your Targets for the Participation
41. Courses that you would like to attend; two courses at maximum. (UN System and Sustainable Development / Global Change and Planetary Boundaries / Principles of International Development Project) *
42. Your plan how to participate at the programme (Onsite (United Nations University, Tokyo) / Online) *
43. Reason why you apply for this programme (Motivation) for the first course (about 300 words) *
44. Reason why you apply for this programme (Motivation) for the second course if applicable (about 300 words)
45. Your targets / goals that you expect from this programme (about 300 words) *
46. Relevant courses or training programmes attended before
47. Name of the referee *
48. Position and organisation of the referee *
49. Referee's phone number *
50. Referee's e-mail address *
51. Please confirm that you acknowledge the fees and expenses of participating in this course. (JPY 200,000 per course; JPY400,000 per two courses) *
52. How did you find out about the information about this programme? (My University / My Teacher / UNU-IAS Social Network / UNU-IAS Website / Former Participants / Other ) *
53. If you choose "Other," please provide the details.
54. Please be informed that all sessions will be recorded or photographed for record-keeping, quality assurance, and public promotion purposes. If you do not agree with your image or voice being used for the report to the donors or public promotion, kindly let us know.
55. By submitting this application form, I hereby agree to be bound by the Application Procedures, and Special Considerations. *

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.