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Resilient nations.

Application for UNDP Internship Programme

Applicant Information

1.Full Name: _____
(Same as Government Approved ID/ Passport)

2.Present University: _____

3. Degree Currently Pursuing: _____

4. Year currently in: (Please note UNDP accepts applications only from final year graduate students or higher) _____

5.Degree Expected (Year): _____

6. Permanent Address: _____
House Number/ Street Name *Locality/ Area*

_____ *City* *State* *Pin Code*

7. Phone: _____ 8.Email: _____

Past Education

Name of School/ College	University/ Board	Subject/ Degree	Duration of Course (in Years)	Year of Completion

Questions

9. In not more than 200 words explain your reasons for applying to the UNDP Internship Programme. Please include specific objectives and expected benefits of the internship.

10. Briefly explain how your area of study/ areas of interest match with the UNDP project(s) you are interested in working with. (Maximum 250 words)

11. Please mention the dates for internship (Note: UNDP only accepts interns for a minimum of 6 weeks and a maximum of 6 months)

From: _____

To: _____

12. Preferred hours for Internship (please check one that suits you)

Full-time (40 hours per week)

Part-time (please specify the hours requested and why below)

Disclosure

13. Are any of your family members (spouse/partner, father/mother, brother/sister, son/daughter) employed in the UN Common System including UNDP? (If yes, please mention below; if not, please mention 'Not Applicable')

14. Do you have any other (extended) family members in the UN Common System? (If yes, please mention below; if not, please mention 'Not Applicable')

***Note:** Family relationships are required to be disclosed in order to avoid real or perceived family influence or conflict of interest, within UNDP. If the candidate has not disclosed that he/she was related to an individual employed by UNDP in whatever contractual modality and irrespective of the nature of the family relationship, this may constitute a basis for withdrawing the offer of internship or, if the internship has started, to terminate it without notice or indemnity.*

References

*Please enlist up to three academic/professional references. Personal recommendation letters will not be acceptable. A minimum of **two** references are mandatory for the processing the application.*

Reference 1:

Full Name: _____ Relationship: _____

Institute: _____ Phone: _____

Email: _____

Reference 2:

Full Name: _____ Relationship: _____
Institute: _____ Phone: _____
Email: _____

Reference 3:

Full Name: _____ Relationship: _____
Institute: _____ Phone: _____
Email: _____

Declaration

I understand that, should I be accepted as an intern in UNDP, the following conditions will apply:

a) Status: Although not considered a staff member of UNDP, I shall be subject to the authority of the Administrator and the authority delegated by him to the Heads of Bureaux and Offices. I understand that I am not entitled to the privileges and immunities accorded by member states to UNDP, its officials and staff members.

b) Financial Support: I must make my own arrangements for living expenses. Travel costs to and from the duty station and living accommodation are also my own responsibility or those of the sponsoring institution.

c) Medial Health and Life Coverage: UNDP accepts no responsibility for costs or fatality arising from illness or accidents incurred during the internship; therefore, I must carry adequate and regular medical and life insurance. I will be covered by the following health and life insurance during the internship period (your application will not be processed unless you provide this information).

Kindly ensure that we will need these documents at the time of selection if already not arranged.

d) Confidentiality and Publication of Information: As an intern, I will respect the confidentiality of information that I collect or am exposed to at UNDP. No reports or papers may be published based on information obtained from UNDP without the explicit written authorization of the Head of Bureaux or Office.

e) Employment Prospects: The UNDP Internship Programme is not connected with employment and there is no expectancy of such. Interns cannot apply for posts advertised internally to UNDP staff during the period of internship.

Signature: _____ Date: _____

Guidelines for filling the application:

Kindly read carefully the following instructions for filling up the internship application form. The form is of four pages and contains six sections. Ensure you complete all the sections, as all the details are compulsory. Any incomplete forms will not be considered.

Section 1: Applicant Information

1. Kindly fill your name according to a nationally approved ID or as it appears in the Passport without any salutations (like Mr., Miss and so on).
2. Mention the name of the university or college you are currently enrolled in. Ensure you have a valid ID proof the same at the time of application.
3. Mention the degree you are currently pursuing along with the level in full. For example, B.A. (Hons) Economics. Avoid incomplete information such as, Eco or Masters.
4. Mention the year you expect to complete this degree in YYYY format.
5. Fill in your complete address along with the city, state and country details and pin/zip or postal code
6. Mention your primary contact number along with the country code.
7. Mention your primary email that you must check regularly for updates from our side.

Section 2: Past Education

In the table, start with the most recent degree obtained and work backwards with High School/ Class XII as the stopping point. Mention the name of school/college and the board or university affiliated from which you have obtained your degree from and the year of completion in YYYY format. Also mention the duration of degree in number of years. Finally, do mention or enlist the major subject/s you studied while pursuing the degree.

Section 3: Questions

You must answer **both** the questions in this section.

The first question (i.e. Pt. No. 9) can be considered as a brief statement of interest. Please do not exceed 200 words. The second question (i.e. Pt. No. 10) should read as a brief note to understand your competencies and what interests you would like to pursue. This is to enable us to ensure that you achieve an optimal match based on your interests, education and expectations.

Further, for Pt. No. 11, mention the duration of your internship in DD/MM/YYYY format. Mention the start date and end date clearly. If you are not sure of the end date, kindly leave it blank and fill it after discussion with your supervisor upon selection. Kindly note that UNDP takes interns for a **minimum of 6 weeks up to a maximum of 6 months**.

Also, mention whether you would like to work full-time or part-time as an intern. If part-time, mention the number of days per week you will be putting in towards the internship.

Section 4: Disclosure

Kindly mention if any of your immediate and/or extended family members are directly employed by the UN and/ or UNDP. If yes, mention the name and details. If no, mention 'Not Applicable'. Kindly note that **family relationships are required to be disclosed in order to avoid real or perceived family influence or conflict of interest, within UNDP. If the candidate has not disclosed that he/she was related to an individual employed by UNDP in whatever contractual modality and irrespective of the nature of the family relationship, this may constitute a basis for withdrawing the offer of internship or, if the internship has started, to terminate it without notice or indemnity.**

Section 5: References

1. Kindly contact a **minimum of two and maximum of three** potential referees who could provide references for you. You are requested to contact them in advance and seek their permission beforehand. Kindly ensure that your references are academic/ professional in nature. Personal recommendation letters will not be accepted.
2. Fill out the complete name of the referee without salutations like Prof, Dr, and so on.
3. In the relationship tab, fill out how you know this person.
4. In the Institute details, mention the full name of the institute your referee is associated to at the time of your acquaintance.
5. Please provide their primary phone number along with the country code.
6. Please ensure you provide the correct and official email address of your referees. References received from personal email addresses will not be preferred, unless alternate contact is not possible.
7. If the official email address is not available, then the reference letter can be scanned and uploaded by the referee on the official letterhead duly signed by the referee.

Section 6: Declaration

Read carefully all the points mentioned in the declaration and sign with the appropriate date. Applications without signatures will not be accepted.

UNDP believes that an inclusive culture attracts the best talent. Our diverse workforce delivers effectively by tapping into different perspectives, experiences, knowledge and approaches. We are leveraging our workforce's potential and achieving greater organizational excellence.

UNDP does not discriminate applications based on age, gender, disability, race, caste, ethnicity, nationality, religion, geographical location, sexual orientation or any other personal details. All desirous applicants are encouraged to apply.