

**Application**

**UNDP Washington DC Representation Office Internship Programme**

**1. Name of applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Nationality\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Current university or institutional affiliation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. Area of study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Degree expected: \_\_\_\_\_\_\_Master’s\_\_\_\_\_\_\_\_Doctorate \_\_\_\_\_\_\_\_\_\_Other**

**6. Date degree will be granted (Day/Month/Year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7. Briefly explain your reasons for applying to the UNDP Internship Programme.**

 **Please include specific objectives and expected benefits of the internship.**

**8. For which internship are you applying? please indicate:**

 [ ]  **General Internship**

[ ]  **Communications and Outreach Internship**

**9. Please provide one (1) reference letter.** Please make sure your referee addresses this letter to “UNDP Washington Representation Office Attn: Hiring manager" and please note which internship period you are applying for. Please also provide your referee’s name and contact information.

**10. Requested dates for internship:**

 (UNDP accepts interns for a *minimum* of 6 weeks and *maximum* of 6 months)

Start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11. Preferred hours for internship** (please check one):

\_\_\_\_\_\_\_\_Full-time (40 hours per week)

\_\_\_\_\_\_\_\_Part-time (please specify the hours requested and why below):

\_\_\_\_\_\_\_\_Virtual or \_\_\_\_\_\_\_\_In-person (please specify)

**12. Statement of understanding of conditions of the internship:**

**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.

**b) Insurance 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 photocopies of your medical insurance and life insurance card or policy):

**Medical: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Life: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**c) Passports and visas:** I am responsible for obtaining a valid passport and visa that authorizes me to work in the United States. UNDP will issue only a letter stating acceptance of an individual as an intern and the conditions governing the internship.

**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 Bureau or Office.

**e) Employment prospects:** The UNDP Internship Programme is **not** connected with employment and implies no expectation of such. Interns **may not** apply for posts advertised internally to UNDP staff during the period of internship.

**f) Stipend:** In accordance with the UNDP Internship policy, UNDP interns are eligible to receive a monthly stipend, with a rate that varies depending on the duty location. The stipend will be paid monthly, and part-time internship arrangements are prorated accordingly.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**