



Application for UNDP internship programme

1. Name of Applicant: _____

2. Present University or Institutional affiliation: _____

3. Area of study: _____

4. Degree expected: _____Masters _____Doctorate _____Other

5. Date degree will be granted/was granted (Day/Month/Year)_____

6. Briefly explain your reasons for applying to the UNDP Internship Programme.
Please include specific objectives and expected benefits of the internship

7. Requested dates for Internship

(UNDP Tokyo only accepts interns for a minimum of 3 months and a maximum of 6 months. 30 working days are required at minimum.)

From: _____ To: _____

8. Preferred hours for Internship (please check one)

_____Full-time (5 days per week)

_____Part-time (80%=4 days per week) (please specify the days of the week i.e. Monday, Tuesday etc. requested and why below):

_____Part-time (50%=2.5 days per week) (please specify the days of the week i.e. Monday, Tuesday etc. requested and why below):

9. Statement of understanding of the 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 members.
- b) Interns may be given a stipend under conditions prescribed in UNDP Internship Policy. Costs and arrangements for travel, visas, passports, accommodation and living expenses are the responsibility of:
 - (a) The nominating institution, related institution or government, which may provide the required financial assistance to its students; or
 - (b) The intern.
- c) Medical Insurance: Interns are responsible for securing adequate medical insurance for the duration of their internship with UNDP. UNDP will not reimburse the medical insurance of the intern. Any costs arising from accidents and illness incurred during an internship assignment will be the responsibility of the intern.
- d) Passports and Visas: I am responsible for obtaining necessary passport and visas when required. UNDP will issue only a letter stating acceptance of an individual as an intern and the conditions governing the internship.
- e) 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.
- f) 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.

Signed: _____ Date: _____