**UN Women Internship Programme Agreement**

1. **Personal Information:**

First Name:      Last Name:       Middle Name (if any):       Gender (f/m):

Date of Birth (dd/mm/yy):       Place of Birth (city/country):

Present Nationality:       Nationality at Birth:

Present Address (street, apartment, city, county, zip code):

Permanent Address (street, apartment, city, county, zip code):

Phone (home):       Phone (work):       Phone (cell):       Email:

1. **Education:**

Present University or Institutional Affiliation (name, city, country):

Area of Study:       Expected Degree (final year of undergraduate, master, doctoral, any post-graduate diploma):

Date Degree Started (dd/mm/yy):       Expected Date Degree(dd/mm/yy):

Undergraduate Degree (university name, city, country):

Area of Study:       Degree Granted:

Dates of your Intended Internship Period:

From (dd/mm/yy):       To (dd/mm/yy):

*(Interns may be accepted for a minimum of 8 weeks to a maximum of 6 months)*

Select one option:

**I am enrolled in a graduate program (or will be by the internship start date)**

**I am in my final academic year of a first university degree**

**I graduated with a university degree no more than one year ago from the start date of my internship**

1. **UN Women Internship Location, Unit, and Hours :**

Regional or Country Office:

Full-time (40 hours per week)

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

1. **Statement of Understanding of the Conditions of the Internship**

**I accept** the internship, which has been awarded to me by UN Women and understand the following:

* 1. **Status**: Although not considered a staff member of UN Women, I shall be subject to the authority of the Executive Director and the authority delegated by her to the Section Heads, Advisors and the Regional Programme Directors and other staff members. I understand that I am not entitled to the privileges and immunities accorded by member states to UN Women, its officials and staff members.
  2. **Financial Support:** I shall not be paid by UN Women and 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.
  3. **Medical Health Coverage:** UN Women accepts no responsibility for costs or fatality arising from illness or accidents incurred during the internship; therefore, I must carry adequate and regular medical insurance. I will be covered by the following health insurance during the internship period (your application will not be processed unless you provided photocopies of your medical insurance card or policy).

Medical:

* 1. **Passports and Visas:** I am responsible for obtaining necessary passport and visas when required. UN Women will issue only a letter stating acceptance of an individual as an intern and the conditions governing the internship.
  2. **Confidentiality and Publication of Information:** As an intern, I will respect the confidentiality of information that I collect or am exposed to at UN Women. No reports or papers may be published based on information obtained from UN Women without the explicit written authorization of the Head of Bureaus, UN Women or Office.
  3. **Employment Prospects:** The UN Women Internship Programme is not connected with employment and there is no expectancy of such. Interns cannot apply for posts advertised internally to staff during the period of the internship or for the six months immediately following the expiration date thereof.

**I undertake** the following obligations with respect to the UN WOMEN internship programme:

* 1. To observe all applicable rules, regulations, instructions, procedures and directives of the Organization;
  2. To refrain from any conduct that would adversely reflect on UN WOMEN or on the receiving bureau/office and will not engage in any activity which is incompatible with the aims and objectives of UN WOMEN;
  3. To respect the impartiality and independence required of UN WOMEN and of the receiving bureau/office and shall not seek or accept instructions regarding the services performed from any Government or from any authority external to the Organization;
  4. To keep confidential any and all unpublished information made known to me by the accepting office or bureau during the course of my internship that I know or ought to have known has not been made public, and except with the explicit authorization of UN WOMEN, not to publish any reports or papers on the basis of information obtained during the programme, both during and after the completion of my internship;
  5. To provide the receiving department/office with a copy of all materials prepared during my internship;
  6. To provide immediate written notice in case of illness or other circumstances which might prevent me from completing the internship;
  7. To complete the internship evaluation questionnaire at the end of my internship and to submit it to the officer-in-charge of the internship programme at the duty station;
  8. To return my identification pass to the officer-in-charge of the internship programme at the duty station

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on the UN Women Internship Agreement or other document requested by the organization renders an internship with the United Nations Development Fund for Women liable to termination.

Signed: Date:

*Checklist for a hiring unit :*

*Prior to the internship, it’s important to obtain documents listed below:*

1. *A signed internship agreement form*
2. *A letter from the university confirming current enrollment in a graduated school programme or in the final academic year of a first university degree programme (minimum Bachelor’s level) OR confirming that s/he has already graduated with a university degree (Bachelor’s or Master’s)*
3. *A medical certificate of good health (a letter from a doctor stating that the candidate is fit for the internship assignment and travel)*
4. *A proof of medical insurance valid for the location in which the internship will be carried out and*
5. *A proof of life/accidental death insurance for the location in which the internship will be carried out*