Application for UNDP Internship Programme
(Internship Disclaimer Form)

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 (Day/Month/Year) ________________________

6. Briefly explain your reasons for applying to the UNDP Internship Programme.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

7. Briefly describe your specific learning objectives and how you expect to achieve them through your internship with UNDP Timor-Leste.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

8. Requested dates for Internship
(UNDP only accepts interns for a minimum of 6 weeks and a maximum of 6 months)
From: __________________ To: __________________

9. Preferred hours for Internship (please check one)
_________ Full-time (40 hours per week)
_________ Part-time (please specify the hours requested and why below):

____________________________________________________________________________

10. 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 Bureau 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 shall not be paid by UNDP 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.

c) Medical 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 photocopies of your
medical insurance and life insurance card or policy).

Medical:
____________________________________________________________________

Life: _______________________________________________________________________
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 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: __________________________________

Name: ________________________________

To be certified by the supporting university
I herewith confirm that the above applicant is a graduate or post-graduate student at our university
and that this internship forms an integral part of his/her studies. The proposed internship has been
discussed with and approved by me. Please contact me for should any issues arise during the
internship.

Signed: _________________________________ Date: __________________________________

Name: __________________________________

Position: ______________________________

University: _____________________________

Contact number: __________________________

Approved by UNDP Timor-Leste:

Signed: _________________________________ Date: __________________________________

Name: ________________________________

Position: ______________________________