

The purpose of the United Nations Internship Programme is to:

1. provide a framework by which graduate and post-graduate students from diverse academic backgrounds may be assigned to United Nations Offices where their educational experience can be enhanced through practical work assignments;
2. to expose them to the work of the United Nations;
3. gain experience in the work of the Organization with the objective of deepening their knowledge and understanding of the United Nations's goals, principles and activities; and
4. to provide UN offices with the assistance of highly qualified students specialized in various professional fields.

Eligibility Criteria

Due to the large number of applicants and the limited number of places available per year, applicants are strongly advised to note the following [minimum eligibility criteria](#) for an Internship. If all of the requirements are not met, your application will not be processed.

Please use the following table to check your eligibility for the Internship Programme before you send your application:

Eligibility Self Check Table:	Yes	No
1. (a) Be enrolled in a graduate school programme (second university degree or equivalent, or higher); or (b) Be enrolled in the final academic year of a first university degree programme (minimum Bachelor's level or equivalent); (c) Have graduated with a university degree (as defined in (a) and (b) above) and, if selected, must commence the internship within a one-year period of graduation.	—	—
2. You are able to obtain the necessary visa and to arrange your travel to the SCBD located in Montreal.	—	—
3. You are able to cover the costs of travel, accommodation, as well as living expenses of the internship.	—	—
4. If selected, you will be able to prove valid medical insurance coverage for your stay in Montreal, provide a medical certificate stating that you are in good health and provide documentation to certify your enrollment in studies or your completion of studies within the last year	—	—
5. You are able to communicate fluently in English.	—	—
6. Are available for the internship on a full-time basis for a minimum of 3 months to a maximum of 6 months	—	—

Note: To be eligible, you must answer "Yes" to all 6 questions. If you answer "No" to one or more of the above question(s), you should consider postponing your application until the above requirements are met.

Application Process

All internship vacancies will be posted in the United Nations Careers Portals. To view and apply for any of the open internship vacancies, please log onto the United Nations Careers Portal <http://careers.un.org/>. Due to a large volume of applicants, only short-listed candidates will be contacted.

IMPORTANT NOTE: You must upload with your online application, a [Proof of Enrollment or Graduation](#) stating that you are currently enrolled in a course of study and your expected date of graduation and if

you have graduated, along with the Proof of Enrollment Form, please include a certified copy of your degree. Please ensure that an official letterhead or an official seal is used for the proof of enrollment. Candidates are advised that their online applications will not be processed without proper and adequate endorsement

All applicants are strongly encouraged to apply online well before the deadlines stated in the Internship Job Openings. No applications will be accepted after the deadlines. The deadlines for all current applications will be stated on the Career Portal website as well as in the Internship Job Openings. Please note that internships are posted regularly on an "as needed" basis. Deadlines will vary based on departments' needs and availability. All applicants are required to check their eligibility for the Internship Programme before applying.

Instructions for applications

A. Search Internship Job Openings

- under "Category" choose "Internship"
- under "Level", "Job Network" and "Job Family" select "All"

Click on "Search" button - you will be redirected to available Internship Job Openings.

B. Create a Personal Profile

On the first screen, you are asked to provide your personal and contact information. After completing first page, please click on "Go to Next Page". After providing all required information, save your data. Please note, that you must complete the first page or the system will not allow you to move forward.

Once your profile is saved, you can create an application by clicking on the "Create/Review Application" link (at the bottom of the "Careers Home" page). In the "Complete Application" page, click on each of the different Sections (Preferences, Education and Work Experience, Skills, References, Cover Letter and Additional Info) and complete all fields in one single or in several sessions. Individual screens within one section have to be finished in one single session in order to be able to "save". Required fields are marked with an asterisk * and must be completed in order to be able to save data entered.

It is imperative that you provide accurate and complete information, particularly in regard to your educational background and employment history. List each job held separately, including those that have been with the same employer. Under "Preferred field of work/Job Family", please enter the field of work that you are interested in. Under Cover Letter & Additional Info you are able to upload and attach documents (such as recommendation letters, proof of enrolment, Academic Credentials as well as any documents saved in word).

As far as navigation is concerned, "Continue" returns to the main "Complete Application" page whereas "Add More" allows you to add a new record within a particular section. Neither of these two buttons saves any entries. In order to save your data, you must click the "Save" button in the Complete Application page. It is recommended to hit "Save" regularly after having completed all mandatory fields within a section. After 60 minutes of inactivity, the system times out, which means you lose any data you entered since the last time you clicked "Save" Instructions for applications

C. Confirmation of receipt of applications

Online applications will be automatically acknowledged where an e-mail address has been provided. Please note that you will receive two (2) confirmation e-mails:

1. First e-mail confirms your registration
2. Second e-mail confirms your application for an internship. E-mail, will be sent after the successful submission of your Application.

If you cannot log in to Inspira, or if you have a question on technical aspects of how to use Inspira, please contact the Inspira Support Center: inspirasupport@un.org. You may also use the "Need help?" link on the Inspira home page or **Contact Us** on the **Careers Portal** (careers.un.org), <http://careers.un.org/support.aspx> .

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