



UNITED NATIONS
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UNU-ONY Junior Fellows Internship FAQs

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1. Applications

Q: How many Junior Fellows are accepted per session?

A: Approximately 4-5.

Q: What are the deadlines for applying?

A: February 1 to July 31 Session: mid-end of **November (check the website for exact date of specific session)**
August 1 to January 31 Session: mid-end of **May (check the website for exact date of specific session)**

For more information on how to apply, visit: www.ony.unu.edu/internships/

Q: Can I still send my application once the deadline has passed?

A: No application will be accepted after the deadline.

Q: Is sending a CV sufficient to apply? What else do I need to do to apply?

A: Please complete the following steps to apply.

Step 1: Complete the application form that can be found at: <http://www.ony.unu.edu/internships/>

Step 2: Upload the following application materials online:

- Resume/CV
- Cover letter
- 1-3 page writing sample in English
- 1-3 page writing sample in another language, preferably French, Spanish or another UN official

language

- Scanned version of the complete form (signed and stamped) from your nominating institution. This form is applicable to candidates seeking to use the internship as part of their current studies. This form can be downloaded at www.ony.unu.edu/internships/

Step 3: Send two letters of recommendation to UNU-ONY via email: jpfony@unu.edu (subject line: "Reference Letter - Candidate's Last Name, First Name")

Q: How soon may I be informed of the outcome of my application?

A: It varies from case to case. In the majority of cases, selected applicants are notified approximately one month prior to the commencement of the internship.

2. Eligibility

Q: Who is eligible to apply for the internship?

A: A Bachelor's degree is required. Applicants who hold a Master's degree or equivalent are preferred.

Q: Does the Junior Fellows internship give credit for my studies?

A: Check with your university or educational institution. Visit <http://www.ony.unu.edu/internships/> to download the academic nomination form to be filled out by your university.

Q: What kind of qualifications are you looking for?

- A:
- Strong communication and interpersonal skills
 - Advanced level of English required (spoken and written)
 - Ability to work in a team
 - Proficiency in Microsoft Office
 - Strong writing and analytical skills
 - Self-starter and multi-tasker
 - Knowledge of at least two official UN languages desirable
 - Master's degrees within relevant subjects preferred

Q: Do I get a certificate?

A: A certificate stating the period of the internship from the United Nations University Office at the UN, New York will be granted based on performance.

3. **Nationality**

Q: I am a citizen of a non-UN member state. May I apply for the internship?

A: Yes, you may apply even if you are a citizen of a non-UN member state.

4. **Visa Requirements**

Q: What type of visa do I need for a UN internship?

A: Junior Fellows must have a valid visa. The most common is the B-1 visa. Depending on your nationality and student status (for instance whether you are studying in your home country or abroad), this may vary. Please check with the United States of America Embassy or Consulate in your country of current residence. For additional information, please check the **US Immigration Support** homepage: <http://www.usimmigrationsupport.org/>

5. **Junior Fellows Responsibilities**

Q: What are the responsibilities of Junior Fellows?

A: Junior Fellows support many aspects of UNU-ONY's work. Their tasks may fall under any of the following aspects.

Public Event Programmes

Junior Fellows organize public seminars and invitation-only forums to showcase UNU's research and work from different UNU institutes and programmes, and promote a dialogue around global issues relevant to the UN. Responsibilities of event organizers include liaising with speakers, preparing scripts for video interviews, planning the agenda, arranging media coverage, conducting background research and other responsibilities that are needed to make the event a success.

Multimedia and IT

Responsibilities include filming events and interviews, editing and organizing video and audio files of events and interviews, conducting live webcast of events, updating the website contents, and other technical support if required.

Fundraising and Development

Junior Fellow(s) assists with fundraising, development and other related work as required.

Additional Responsibilities

Junior Fellows are also responsible for general office work and administrative support, building database of experts, assisting in the recruitment process of Junior Fellows for the following session, as well as research assistance if needed.

Possibility of deferring the Junior Fellows internship

Q: Can I do a one month or part-time Junior Fellows internship?

A: No. The minimum duration of the Junior Fellows internship is six months, full-time.

Q: Can I postpone my Junior Fellows internship until later?

A: No. An offer is for the specific session only. If the applicant declines this offer, s/he must reapply and the reapplication will be considered along with all the applications received for that session.

Housing

Q: Is there any financial or organizational support for housing?

A: There is no financial or organizational support for housing. The UNU does not subsidize rent for Junior Fellows. However, UNU-ONY staff would be happy to provide advice related to securing housing.

Q: Is there any information available for accommodation possibilities?

A: It is the responsibility of the Junior Fellows to arrange his/her accommodation. Nevertheless, the UN Internship Office provides selected interns with an unofficial **list of potential accommodation**: <http://www.un.org/depts/OHRM/sds/internsh/htm/UN%20Housing%20list.pdf>

UNU-ONY does not have any special arrangements or agreements with any of the addresses mentioned in the document. UNU-ONY does not recommend or check any offers of accommodation.

Financial Aid

Q: How much does it generally cost to live in New York City during the Junior Fellows internship?

A: The cost is variable depending on how you live. It costs approximately \$1500-\$2000 per month to cover accommodation, meals and other living expenses.

Q: Can I get any financial support from the UN?

A: The UN does not provide financial support to interns. All expenses connected with the internship will have to be borne by the Junior Fellows or sponsoring institution. You may find additional information about external scholarships and funding at: <http://www.un.org/depts/OHRM/sds/internsh/htm/funding.htm>.

It is strongly suggested that you contact various institutions, organizations and foundations as they may fund your internship.

Q: Can Junior Fellows take on part-time jobs to cover living expenses in New York?

A: No. The visa status of Junior Fellows does not allow them to undertake paid employment in the United States of America. The Junior Fellows internship requires a full-time commitment.

Employment

Q: What are my chances of employment at the United Nations after the Junior Fellows internship?

A: Candidates should not expect full-time employment having completed the UNU-ONY Junior Fellows internship. However, in the context of the partnership between UNU-ONY and the UN Office of Human Resources Management (OHRM), UNU-ONY is in a position to recommend Junior Fellows should they apply for UN professional posts, based on their performance during the six-month internship.

Contact

Q: How do I reach the United Nations University Office at the UN in New York?

A: E-mail: jpfony@unu.edu or telephone: +1 (212) 963-6387.