



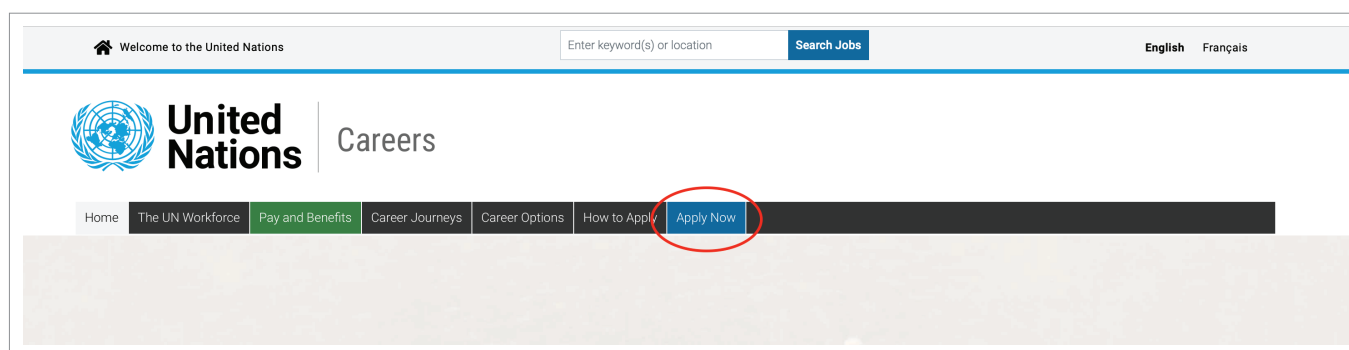
# APPLY FOR AN INTERNSHIP AT THE UNITED NATIONS

## *Are you eligible to be a United Nations Intern?*

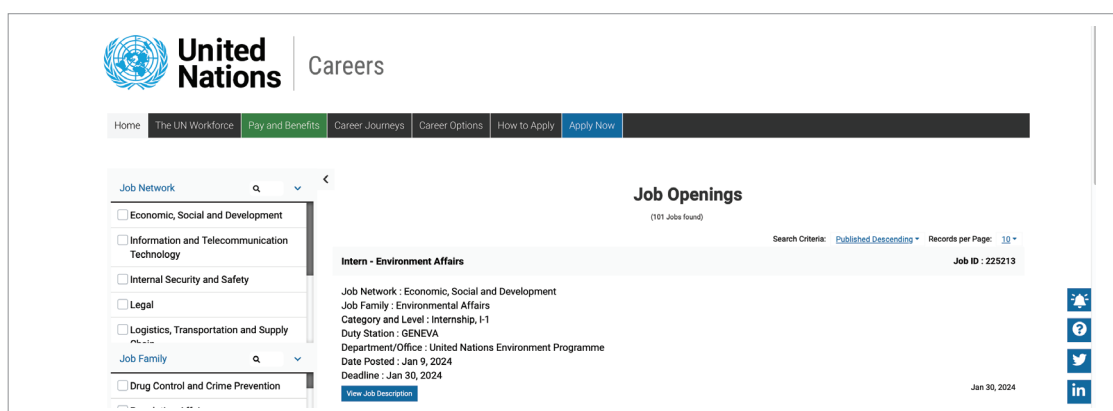
- Are you entering the final year of a Bachelor's programme or in a Master's/Ph.D. programme or within one year after graduation?
- Do you have excellent communications skills in English or French?
- Are you neither a child nor a sibling of a United Nations Secretariat staff member?

If your answer to all of the above questions is yes:

- Go to <https://careers.un.org/> and click **Apply Now** (see the red circle in the screenshot below).



- You may choose options from *Job Network, Job Family, Department/Office and Duty Station* menus, if you have specific preferences.
- Choose **Internship** from the Category drop-down menu.
- Click **Search Jobs**. You will see a display of internship openings like the sample below:



- Choose from the list of Internships. You may apply to more than one.
- Click on **View Job Description**. Read it through carefully.
- When you click **Apply Now**, you will be redirected to a website called **Inspira**.



**You will need to create an account in Inspira. Follow these steps:**

- Click on **Create account here**, located below "Login", and create your account. Click **Register**.
- Click **Return to Sign in Page** and log into Inspira.
- Go to **Job Search** and type in the **Job Opening ID** number in the first blank space.
- In the second blank space (Job openings), select the first option: **Consultant/Individual Contractor/ Internship job openings**.
- Click **Search** and fill out all the sections.
- As "Inspira" logs out automatically after 2 minutes of inactivity, make sure to click **Save** frequently.

This account becomes your profile/resume, and you can use it every time you apply to any internships and/or jobs at the United Nations. Keep your Inspira profile updated.

**Keep in mind:**

- **Duration:** The internship programme lasts for at least two months and can be as long as six months.
- **Cost:** United Nations interns are not paid. All costs related to travel, insurance, accommodation, and living expenses must be covered by either you or your sponsoring institution.
- **Visa:** You will be responsible for obtaining and financing the visa, if needed.
- **Travel:** You will be responsible for arranging your travel to the location of your UN internship.
- **Medical Insurance:** You will be responsible for costs arising from accidents and/or illness incurred during the internship and must show proof of a valid major global medical insurance coverage.

**GOOD LUCK!**

**Fraud alert: The United Nations does not charge a fee at any stage of the recruitment process.**