



Internship agreement for the United Nations

1. I accept the internship, which has been awarded to me by the United Nations, and understand the following:

- (a) The United Nations will not pay me for my internship; all the expenses connected with it will be borne by me or my sponsoring Government or institution;
- (b) The United Nations accepts no responsibility for costs arising from injury, illness or death that may occur during my internship; I will provide proof of my enrolment in a health insurance plan that covers the full period of the internship at the duty station and provide a medical certificate of good health prior to the commencement of the internship;
- (c) I am not eligible to apply for or be appointed to any position in the Professional or higher categories or at the FS-6 and FS-7 levels in the Field Service category during the period of my internship and the six months immediately following the expiration date thereof;
- (d) As an intern, I am personally responsible for obtaining necessary visas and arranging my travel to and from the duty station where the internship will be performed;
- (e) The United Nations bears no responsibility for loss or damage to my personal property that may occur during my internship.

2. I undertake the following obligations with respect to the United Nations internship programme:

- (a) To observe all applicable rules, regulations, instructions, procedures and directives of the Organization;
- (b) To refrain from any conduct that would adversely reflect on the United Nations or on the receiving entity, and not to engage in any activity that is incompatible with the aims and objectives of the United Nations;
- (c) To respect the impartiality and independence required of the United Nations and of the receiving entity, and not to seek or accept instructions regarding the services performed from any Government or from any authority external to the Organization;
- (d) To keep confidential any and all unpublished information made known to me by the accepting entity during the course of my internship that I know or ought to have known has not been made public, and,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 the United Nations, 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;
- (e) If I have been selected to serve as an intern in Geneva, I understand that if I am not a Swiss citizen or a permanent resident in Switzerland, a Swiss Visa D or C -depending on the internship duration- is required before arriving to Switzerland. If I am a national of a Member State of European Union, I am not subject to visa requirement. As soon as I arrive to Geneva, I have the obligation to submit a request for a carte de legitimisation type "H" regardless of the duration of the contract. If the duration of the internship exceeds 90 days, I will receive a carte de legitimisation type "H". If the internship duration is less than 90 days, I will not receive a carte de legitimisation and I am authorized to do my internship with

the Visa granted by the Swiss Authorities and a coverage for Health and accident in Switzerland is required. If I receive a carte de legitimisation, I must register with Swiss tax authorities, social insurance authorities and must obtain appropriate Swiss Health and Accident insurance as soon as I receive my first carte de legitimisation. I am not eligible to remain in Switzerland at my sole expense and responsibility and must leave within 14 days after the last day of the internship.

- (f) To provide the receiving entity with a copy of all materials prepared during my internship;
- (g) To provide immediate written notice in case of illness or other circumstances that might prevent me from completing the internship;
- (h) 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;
- (i) To return my identification pass to the officer in charge of the internship programme at the duty station;
- (g) To comply with local laws and customs.

3. I have read the attached terms of reference of my internship and I accept to abide by them.

_____	_____	_____
Date	Printed name of intern	Signature
_____	_____	_____
Date	Printed name of Officer in Charge, Internship	Signature