

# **UNU Intensive Core Courses (UNU-IC)**

## **Application Checklist**

September 2024

### **Application Process**

Please carefully review the following information before starting your application.

All applicants:

1. Review the checklist below and prepare your application materials.
2. Register online: <https://forms.office.com/r/ZtFAiGk6ie>
3. Receive an email within 24 hours from UNU-IC Secretariat with a link to the application form.
4. Submit your application form by **10 July 2024 23:59 (JST)**.
5. Receive emails to confirm that UNU-IAS IC Secretariat has received your application form.

NOTE: Those applicants who have not yet obtained a bachelor's degree will be required to provide a name, affiliation and email address of a referee. The referee will receive a request for a reference letter to be submitted to UNU-IC Secretariat via email by 10 July 2024.

### **Application Form**

The application form may take up to 30–60 minutes to fill out and it must be completed in English. The form is composed of 6 sections. There are back and next buttons at the bottom of each section, which enable you to go back and forth between sections and edit your answers before you hit the submit button at the end of the form. However, please note that the application must be done in one sitting — you cannot save your application and continue it later. Before you start, please make sure to prepare all the information listed below and have it ready to fill in the application form.



\* Required fields

### **Section 1. Personal Information**

1. Course selection confirmation \* (Yes / No)
2. Course fee explanation\* (Yes / No)
3. First name\*
4. Middle name
5. Family name (surname) \*
6. Full name as you would like it to appear on documents (transcript etc.) \*
7. Date of birth \*
8. Gender (Female / Male / Other / Prefer not to say) \*
9. Nationality \*
10. Country of residence at the time of application \*
11. Email address \*
12. Current address at the time of application (Street, Town/City, State/Ward, Country, Postal code) \*
13. Telephone number \*

### **Section 2. Current Affiliation**

14. Are you currently affiliated with any degree programme? (Yes / No – Go to section 3)
15. Degree programme in which you are enrolled (BA BS / Master / Doctoral / Other) \*
16. If you chose "Other," please provide details.
17. Year (1, 2, 3, 4, Other)
18. If you chose "Other," please provide details.
19. Name of University / Graduate school / Institution
20. Department
21. Major/Area of Study \*

### **Section 3. Educational History**

22. Completed undergraduate education (name of university) (1) \*
23. Department (1) \*
24. Major / Area of Study (1) \*
25. Degree Awarded (1) \*
26. Years attended (mm/yyyy - mm/yyyy) (1) \*



- 27. Completed postgraduate / Master education (Name of university / Graduate school) (2)
- 28. Department (2)
- 29. Major / Area of study (2)
- 30. Degree awarded (2)
- 31. Years attended (mm/yyyy - mm/yyyy) (2)
- 32. If you have obtained more degrees, please give details here. (3)

#### **Section 4. English Proficiency**

- 33. Are you a native English speaker? \*
- 34. Did you receive a bachelor's degree from an institution at which English is the language of instruction? \*
- 35. English Test \* Applicants whose first language is not English and whose bachelor's degree is not from an institution at which English is the language of instruction need to specify their English language proficiency (TOEIC / TOEFL iBT / TOEFL PBT / IELTS / Other)
- 36. If you choose "Other," please provide details.
- 37. Score \*
- 38. Test date \*

#### **Section 5. Professional Experience**

- 39. Name and address of institution or agency which employs you (1) (Most recent) \*
- 40. Period of employment (mm/yyyy - mm/yyyy) (1) \*
- 41. Type of occupation / responsibility (1) \*
- 42. Name and address of institution or agency which employed you (2)
- 43. Period of employment (mm/yyyy - mm/yyyy) (2)
- 44. Type of occupation / responsibility (2)
- 45. If you have more professional experience, please give details here.

## **Section 6. Course Participation**

46. Please choose courses you would like to enrol in:
- The UN System and Sustainable Development (in-person only at UNU HQ, Tokyo, Japan)
  - Global Change and Planetary Boundaries (in-person only at UNU HQ, Tokyo, Japan)
  - Principles of International Development Project (hybrid: in-person at UNU HQ, Tokyo, Japan or online)
47. How would you like to participate (in-person / online) \*
48. Reason for applying for the first course (about 300 words) \*
49. Reason for applying for the second course (about 300 words)
50. Reason for applying for the third course (about 300 words)
51. Your goals / expectations for the course(s) (about 300 words) \*
52. Relevant courses or training programmes attended before

*Only for applicants who have not yet completed their bachelor's degree*

53. Referee's full name
54. Referee's position and organization
55. Referee's phone number
56. Referee's email address

57. Please confirm that you acknowledge the course fees (JPY 200,000 per one course must be paid once your application is accepted) \*
58. How did you find out about UNU-IC courses? (My university / My teacher / UNU-IAS social media / UNU-IAS website / Former participants / Other) \*
59. If you chose "Other," please provide details.
60. Please be informed that all sessions will be recorded or photographed for record-keeping, quality assurance and promotional purposes. If you do not agree to the use of your image or voice for these purposes, please let us know.
61. By submitting this application form, I hereby agree to be bound by the application procedures and special considerations. \*
62. Due to the high volume of course-related correspondence we receive daily, UNU-IAS is unable to acknowledge receipt of your application or respond to result queries.

## **Inquiries**

Email will be the primary method of communication with UNU-IAS IC Secretariat. It is essential that you provide a valid email address in the application form. Please ensure that your email provider does not direct emails from [icsec@unu.edu](mailto:icsec@unu.edu) to spam or junk folders. UNU-IAS will not be held responsible for unread email communication.

Before contacting UNU-IC Secretariat, please refer to the [course page](#) to see if your question has been answered. For any other questions, please contact us at [icsec@unu.edu](mailto:icsec@unu.edu).

