

Organisation for Economic Co-operation and Development (OECD)
OECD- WASEDA Internship 2016

Application for internship with the Organisation for Economic Co-operation and Development (OECD) 2016 is now open. Please read the following information very carefully before you submit your application.

Application Period

**December 1, 2015 (Tuesday), 1000hrs -
January 20, 2016 (Wednesday), 1700hrs
(JAPAN STANDARD TIME)**

Submit Your Application Directly To

**WASEDA University Career Centre
3F, Student Union Building 30, Toyama Campus**

NO late submission will be accepted under any circumstances.

Submissions missing in any piece of necessary information will not be accepted.

Application Requirements

****ALL the following requirements must be fulfilled.***

- (1) Must be a full-time, registered, master or doctoral student, as of April 1, 2016. You are not eligible to apply if you take a leave of absence from the university or if you are studying abroad (exchange programme, TSA, ISA, privately-financed exchange).
- (2) Must be registered as **a full-time student at WASEDA University** for the whole period of the internship programme.
- (3) **Must hold a nationality from one (1) of the OECD member countries.**
For details on member states: <http://www.oecd.org/about/membersandpartners/>
Application from students of non-member states will **NOT** be accepted.
- (4) Must be able to speak fluent English (TOEFL iBT Score: 100~ IELTS Score: 7.0~). Ability in French will be a plus.

- (5) Participation in the programme must not interfere with your lectures, teaching courses and research guidance. Please speak with your supervisor before you submit your application.
- (6) Must download, sign and submit a hand-written consent & agreement form in either English or Japanese, after the OECD confirms the internship.
- (7) Must purchase the designated Overseas Travel Insurance in case of accidents and disease while attending the programme. Premiums are to be borne by the intern.

Other Important Internship Information

Number of Students: FIVE (maximum)

Internship Location: OECD Headquarters, Paris

Internship Period: From June, 2016 (TWO months minimum, SIX months maximum)

Duration may be determined between the selected interns and the OECD.

Salary and Expenses: There is no official salary provided by the OECD. It is the responsibility of the student to pay all expenses including transportation, accommodation, travel insurance, living expenses and such during the programme. WASEDA University will provide a financial grant of up to 500,000 yen for each successful candidate. More details will be announced after the selection is final.

Please note that government-sponsored foreign students, such as MEXT, will not be permitted to receive full financial support from WASEDA University. Internship period will be limited to two months. If you are a MEXT scholarship recipient, please check with the staff in charge of scholarship on campus to confirm your eligibility.

In order to remain fair and impartial towards all prospective internship candidates, we will not be able to give any further advice, other than the information already stated, concerning this application process.

OECD-WASEDA Internship 2016

<http://www.waseda.jp/career/internship/index.html>

Programme Timeline

Submission Deadline

January 20, 2016 (Wednesday), 1700hrs (JAPAN Standard Time)

****NO late submission will be entertained***

Notification of Interview by Email

January 27, 2016 (Wednesday)

*An email will be sent to ALL applicants, notifying whether he/she has been invited for the interview.

Date of Interview (FIXED)

February 4, 2016 (Thursday), 1400hrs – 1700hrs

WASEDA University Career Centre Meeting Room

****We will not conduct any interview via skype.***

Selection Notification by WASEDA University

Week of February 15, 2016, by email

March – June 2016 (subject to change)

ALL documents submitted will be sent to the OECD for evaluation and only selected candidates will proceed to the interview stage by telephone or via SKYPE. The OECD division will contact the candidate directly. Some candidates will be asked to take a written test. The OECD selection is a very stringent and time-consuming process, so please be prepared to wait. Once the Career Centre receives a notification from the OECD, we will contact the successful candidates immediately. Successful students will then prepare to travel. Please kindly contact the Career Centre if you should hear directly from the OECD divisions.

June 2016 –

Internship commences.

Required Forms and Documents

1. **Registration form** for OECD-WASEDA Internship Programme 2016

*Please keep the layout to two pages, TYPED, pdf format.

2. **Cover Letter**

*One Page, TYPED, pdf format

*Addressed letter to: Human Resources Management, The Organisation for Economic Co-operation and Development (OECD)

3. **CV**

*Up to TWO pages, TYPED, pdf format

You may wish to consider the following points when preparing your CV.

- Motivation (Objectives)
- Academic Achievements
- Topic(s) of Interest / Criteria of Interest sought by the OECD
- Relevant Professional/ Extra-Curricular Experience
- Clear Indication to Work at the OECD in the Future, etc.

4. **Latest Academic Transcripts in English**

*Original Copies • Need Not Be Sealed

- **Master/ MBA Students** - BOTH undergraduate and the most current master level transcripts must be submitted. IF you did not attend WASEDA University, you must submit one original copy of the transcript from the university you attended BEFORE you were enrolled in WASEDA University.
- **Doctoral/ PHD Candidates**: Undergraduate and Master level transcripts, as well as the most current Doctoral Level transcripts. IF you did not attend WASEDA University, you must submit original copies from the universities (undergraduate and master) you attended BEFORE you were enrolled in WASEDA University.

Please download the registration form (1) by referring the following link:

<http://www.waseda.jp/career/internship/index.html>

For the Cover Letter (2) and CV (3), you are free to use any official layout.

Please email your registration form, cover letter and CV to: intern@list.waseda.jp

Subject: **OECD-WASEDA Internship 2016 ("Your Name" & "School")**

For original transcripts, please submit them directly to the Career Centre by **January 20, 2016 (Wednesday), 1700hrs (JAPAN Time)**. Please indicate clearly that this submission of original transcripts is meant for **OECD-WASEDA Internship 2016**.

If you are abroad, please prepare the transcripts in advance, and mail them to the Career Centre **by the deadline**. The address is at the end of this instruction leaflet.

All documents received are solely for this internship application purpose. Information will be treated with the strictest confidence.

ALL documents submitted will NOT be returned under any circumstances.

You are strongly encouraged to make a photocopy of all the documents submitted.

Deadline

**January 20, 2016 (Wednesday), 1700hrs
(JAPAN Standard Time)**

In doubts, please don't hesitate to contact the undersigned.

OECD-WASEDA Internship 2016

WASEDA University Career Centre

3F, Building 30, Student Union Building,

Shinjuku-Ku, Toyama 1-24-1

Tokyo 162-8644

Email: intern@list.waseda.jp

Tel: 03-5286-3936

Attn: Eng Seng TAN (Mr.)