

**Organisation for Economic Co-operation and Development (OECD)**  
**OECD- WASEDA Internship Summer 2018**

Application for internship with the Organisation for Economic Co-operation and Development (OECD) Summer 2018 is now open. Please read the following information very carefully before you submit your application.

**Application Period**

**November 22, 2017 (Wednesday), 1000hrs -  
January 19, 2018 (Friday), 1700hrs  
(JAPAN STANDARD TIME)**

**Submit Your Transcripts 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, 2018.**

You are not eligible to apply if you take a leave of absence from the university or if you are studying abroad. Exchange students need not apply.

(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 35 OECD member countries.**

Current Membership: <http://www.oecd.org/about/membersandpartners/>

Non-member states (accession countries/ key partners) cannot apply.

4) **Must be able to write, listen and speak excellent English** (TOEFL iBT Score: 94~ IELTS Score: 7.0~). Ability in French will be a plus.

- (5) Participation in the programme must not interfere with your lectures and research guidance. Please seek approval from 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. This is mandatory.

### **Other Important Internship Information**

Number of Positions: **FIVE** (maximum)

Internship Location: OECD Headquarters, Paris

Internship Period: From June, 2018 (TWO months minimum, SIX months maximum)

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

Salary and Expenses: It is the responsibility of the student-intern 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 on stipends will be announced after the selection is final.

Please note that government-sponsored foreign students, such as MEXT, will not be able 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.**

## **Programme Timeline**

### **Submission Deadline**

**January 19, 2018 (Friday), 1700hrs (JAPAN Standard Time)**

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

### **Notification of Interview by Email**

**January 25, 2018 (Thursday)**

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

### **Date of Interview (FIXED)**

**February 5, 2018 (Monday), 1400hrs – 1700hrs**

Venue: WASEDA University Career Centre Meeting Room

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

### **Selection Notification by WASEDA University**

**February 6, 2018 (Tuesday), by email**

### **March – June 2018 (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. Selected candidates must also create a personal profile with the OECD. Interested divisions will contact the candidate directly. Some candidates may be asked to take a written test. The OECD selection is a very stringent and time-consuming process (two months or more), 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 2018 –**

Internship commences.

## **Required Forms and Documents**

1. **Registration form** for OECD-WASEDA Internship Summer 2018

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

2. **Cover Letter**

\*NO longer than 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) & Your Strengths
- Academic Achievements & Qualifications
- 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) directly from our website.

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](mailto:intern@list.waseda.jp)

Subject: **OECD-WASEDA Internship Summer 2018 ("Your Name" & "School")**

For original transcripts, please submit them directly to the Career Centre by **January 19, 2018 (Friday), 1700hrs (JAPAN Standard Time)**. Please indicate clearly that this submission is meant for **OECD-WASEDA Internship Summer 2018**. If you are abroad, please prepare the transcripts in advance, and mail them to the Career Centre **before 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 19, 2018 (Friday), 1700hrs  
(JAPAN Standard Time)**

**In doubts, please do not hesitate to contact the undersigned.**

**OECD-WASEDA Internship Summer 2018**

WASEDA University Career Centre

3F, Building 30, Student Union Building,

Shinjuku-Ku, Toyama 1-24-1

Tokyo 162-8644

Email: [intern@list.waseda.jp](mailto:intern@list.waseda.jp)

Tel: 03-5286-3936

Attn: Eng Seng TAN (Mr.)