

Inter-American Development Bank (IDB) Guidelines for the Spring 2020 IDB-Waseda Internship Program

1. Objective

The Inter-American Development Bank (IDB) is a public international organization, whose purpose is to contribute to the acceleration of the process of economic and social development of its regional developing member countries in Latin America and the Caribbean, individually and collectively.

Through this internship program, Waseda and the IDB aim to foster global leadership skills in Waseda students by providing an opportunity to develop globally competitive abilities and expertise at the IDB, a prominent international organization, while at the same time gaining valuable international experience at IDB headquarters in the American capital city of Washington D.C.

2. Application Eligibility and Requirements

- (1) Must be a full-time, registered undergraduate, masters or doctoral student who maintains the status during the whole period of the internship program. Undergraduate students must be in at least the third year of their academic career as of the starting date of the internship.
- (2) **Must hold Japanese citizenship.** Students with dual-citizenship, please indicate this on the application form.
- (3) Must have excellent English writing, listening and speaking skills (TOEFL iBT Score 92 or higher, IELTS Score 6.5 or higher). Spanish will be considered a plus.
- (4) Participation in the program must not interfere with your lectures and research guidance. Please seek approval from your supervisor before applying.
- (5) Must purchase Waseda University's designated Overseas Travel Insurance (大学指定 海外旅行保険), as well as 学賠補/Gakubaiho (賠償責任補償). Please be aware that this is mandatory.
- (6) If you are interested in applying for internship credits, please note that students will receive credit for the internship in the academic semester following the internship period.

3. Application Due

November 14th (Thu.), 2019 12:00 PM (strictly observed)
*Late applications will not be accepted, regardless of circumstance

4. Important Internship Information

- (1) Number of Positions: 2
- (2) Internship Period: **February 5th - April 1st, 2020**
- (3) Internship Location: Washington D.C., U.S.A.
- (4) Positions and offices: Please see the details of each position in the Terms of Reference (ToRs) attached. Please indicate which position you would like to apply on the application form.

① **Innovation and Creativity Division (ICD)**

② **Water and Sanitation Division (INE/WSA)**

5. Competencies sought by the IDB

Position	Target Students	Academics/Education	Skills
① Innovation and Creativity Division (ICD)	A current third year undergraduate student or above, pursuing a bachelor's degree	Current undergraduate student in Social Sciences, Engineering, Computer Science, Business Administration, Economics, Finance, Communications, Marketing, Human-centered design/design thinking/design management, User experience, Innovation design/Product design, Entrepreneurship	<ul style="list-style-type: none"> · Technical Skills: Project management skills, including but not limited to: communication, planning, risk and cost management, critical thinking, monitoring and evaluation skills · Soft Skills: Team player, inclusive, innovative and creative, client-oriented, results-driven, with strong communication skills
② Water and Sanitation Division (INE/WSA)	An enrolled graduate student in an accredited university	Current graduate student with a strong background in Finance, Business Administration, Economics or a related field	<ul style="list-style-type: none"> · Technical Skills: Ability to analyze financial statements, financial indicators and other financial information, proficiency in Microsoft Excel · Soft Skills: Team player, inclusive, innovative and creative, client-oriented, results-driven, with strong communication skills

6. Application Documents to be submitted by November 14th

(1)	Application Form for IDB-Waseda Internship Program Spring 2020	<ul style="list-style-type: none"> • Typed and Word doc. file
(2)	Cover Letter	<ul style="list-style-type: none"> • Letter addressed to : IDB - Hiring manager and Human Resources Department • No longer than one page, typed and Word doc. file • You may wish to consider the following points when preparing your cover letter: <ul style="list-style-type: none"> ◇ Motivation (objectives) and genuine interest in the work of IDB in promoting international cooperation ◇ Academic achievements and qualifications ◇ Topic(s) of interest / criteria of interest sought by the IDB ◇ Relevant professional/ extra-curricular experience ◇ Ability to work in a multicultural and team oriented environment ◇ Clear interest in working at the IDB in the future, etc.
(3)	CV	<ul style="list-style-type: none"> • Typed and Word doc. file
(4)	a writing sample in English (and Spanish if possible)	<ul style="list-style-type: none"> • Paper from one of your courses or published works • Typed and Word doc. file
(5)	Latest academic transcript in English	<ul style="list-style-type: none"> • Both scanned pdf copy and original copies (originals are necessary for selected interns at a later stage of the selection process) • For graduate level students, please submit both undergraduate and the most current master's level transcripts

• **Please email** above documents to the Career Center's email addresses: intern-global@list.waseda.jp by the designated deadline.

• Email Subject: IDB-Waseda Internship Program Spring 2020 ("Your Name" & "School")

7. Additional documents to be submitted by selected applicants

• Due date for submission is December 12th - January 6th at the Career Center.

- (1) Letter of Agreement signed by the student
LETTER OF AGREEMENT FOR UNPAID INTERNSHIP PROGRAM (Please consult the Career Center for details.)
- (2) Latest academic transcript in English (originals)
- (3) Copy of passport
- (4) Medical insurance certificate (both certificates for "Gakubaiho" and "Waseda University's designated Overseas Travel Insurance")
- (5) Letter of Endorsement for Candidates signed by university official (Please consult the Career Center for details)
- (6) Please tell the IDB's visa office if you wish to obtain your visa from the U.S. Embassy in Tokyo or from one of the other U.S. Consulates in Japan during the expected receipt time. (Please note that you might consider where you will be staying during this time.)

• **Please submit above documents in hard copy to the Career Center, attention to Ms.Tomita.**

8. Schedule of Application Process

Application deadline	November 14th (Thu.), 2019 12:00 PM (strictly observed)
Results announced for applications passing first stage (paper application stage)	November 18th (Mon.)
Interview with successful applicants by Waseda University professors	November 20th (Wed.), 5:00-6:30 PM Applicants successful in the paper application stage will receive the details of the interview via email on November 18th. *Waseda University will conduct interviews with applications who pass the paper application stage of the process. Please keep your schedule open on this day. If you have any previously scheduled commitment you must attend, please inform us on the application form.
Nomination result to be announced	November 22nd (Fri.)
IDB reviews applications and conducts interviews	November 22nd – December 10th IDB reviews applications. IDB schedules phone interviews with applicants directly, if necessary.
Final result to be announced by IDB	Middle of December
Additional documents to be submitted to Career Center	January 6th, 2020
Granting of G-4 visa (U.S. Embassy)	December - January 2020 Selected interns must visit the U.S. Embassy/Consulate to apply for their G-4 visas after receiving notice from the IDB's visa office G-4 visa: 1) Application process takes 5 business days (on average) 2) Please check G-4 visa requirements on the webpage of your local

embassy/consulate https://jp.usembassy.gov/visas/
Internship Program Period February 5th - April 1st, 2020 (8 weeks)

*Dates are subject to change in IDB's sole discretion.

9. Other Important Information

- Expenses: It is the responsibility of the intern to pay all expenses including transportation, accommodation, travel insurance, visa application fee, living expenses, etc. during the internship program.
 - Only successful candidates among who receive a final offer from IDB, will be awarded the "International Organizations Internship Program Scholarship" by Waseda.
 - Those who were not selected to the above scholarship program may also apply "大学院生派遣助成制度/Overseas Research Travel Grant for Master's and Doctoral Course Students" (URL: <https://waseda-research-portal.jp/international/graduate-student/>). *Please note that the application should be submitted two month or more prior to one's departure.
 - Please note that you are not eligible for the above mentioned scholarship if you are receiving other Waseda University scholarships for the purposes of study abroad or internships during the same period.
 - If you are receiving other scholarships from outside of the university, please contact the organization to verify that there are no conditions of your scholarship that would preclude your ability to travel abroad for the purpose of participating in an internship for 8 weeks.
 - If you are studying abroad in the U.S. and plan to participate the internship continually right after the study abroad program, please make sure to consult with your U.S. university visa counselor and IDB for visa requirement.
- *Please note that it usually takes two to three weeks to issue the certificate for Waseda University's designated Overseas Travel Insurance. (大学指定 海外旅行保険) Please find details by contacting Campus Insurance Center (キャンパス保険センター).
- * Please find details for 学賠補 Gakubaiho at the Student Affairs Section (学生生活課). Please make sure to apply for Gakubaiho in advance as certificates are only issued at certain times.

10. Notes

- (1) If, for any reason, the program is cancelled, terminated early or modified after selection, please report this immediately both to the IDB and Waseda University.
- (2) For the purpose of crisis management, please make sure to share your contact information and overseas address with your guarantors, IDB and Waseda University to be used in case of emergency.
- (3) Please be sure to regularly check the following websites for up-to-date information related to the safety and stability of your internship location. <https://www.ezairyu.mofa.go.jp/tabireg/> <http://www.anzen.mofa.go.jp/>
- (4) ALL documents submitted will NOT be returned under any circumstances. You are strongly encouraged to make a photocopy of all the documents submitted.

Reference:

	箇所/Office	連絡先/Contact
指定海外旅行保険 Waseda University's designated Overseas Travel Insurance	申請方法:様式を所属箇所から入手し、箇所窓口に提出。 Please pick up the application form at your affiliated school's office and submit it to the same office once filled out (株)キャンパス保険センター/ Campus Insurance Center, Inc. 営業時間 9:00~17:30(土・日曜日定休)	TEL 03-5272-3475 Email: hoken@waseda-pm.com
賠償責任補償 (学賠補)	学生生活課 厚生デスク(学生会館 1F)/ Gakuheiheikatsuka, Kosei Desk 詳細: http://www.waseda.jp/student/hoken/gakubaiho/	TEL 03-3203-4349 学賠補: gakubaiho@list.waseda.jp
単位認定について Credit Transfer	キャリアセンター/Career Center https://www.waseda.jp/inst/career/en/internship/credit/ ・インターンシップの手引き https://www.waseda.jp/inst/career/assets/uploads/2019/03/2019_inter_nship_guide.pdf	TEL 03-5286-3936 Email: intern-global@list.waseda.jp

Contact: IDB-Waseda Internship Program Spring 2020

Waseda University Career Center
3F, Building 20, Student Union Building, Shinjuku-ku, Toyama 1-24-1, Tokyo 162-8644
Email: intern-global@list.waseda.jp, Tel: 03-5286-3936, Attn: Hiromi TOMITA (Ms.)