

Organization for Economic Co-operation and Development (OECD)

OECD- WASEDA Internship Summer 2020

Application for internship with the Organization for Economic Co-operation and Development (OECD) Summer 2020 is now open. Please read the following information very carefully before you submit your application.

Application Period

January 27, 2020 (Monday) 10:00

February 14, 2020 (Friday), 17:00

(JAPAN STANDARD TIME)

Please email...

your registration form, cover letter, CV, and academic transcripts to:

intern-global@list.waseda.jp

Subject: OECD-WASEDA Internship Summer 2020 ("Your Name" & "School")

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, or bachelor student who has academic/professional back ground in Finance, Budgeting, Law, Computer Science, Human Resources, Communication and Graphic Design, and Event Management, as of April 1, 2020.**
- (2) Must be registered as **a full-time student at WASEDA University** for the whole period of the internship program.
- (3) **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.
- (4) Participation in the program must not interfere with your lectures and research guidance. Please seek approval from your supervisor before you submit your

application.

- (5) Must download, sign and submit a hand-written consent & agreement form in either English or Japanese, after the OECD confirms the internship.
- (6) Must purchase the designated Overseas Travel Insurance as well as “賠償責任補償” (学賠補/Gakubaiho) in case of accidents and disease while attending the program. Premiums are to be borne by the intern. This is mandatory.

Other Important Internship Information

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

Internship Location: OECD Headquarters, Paris

Internship Period: From June, 2020 (ONE month minimum, TWELVE 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 program. WASEDA University will provide a financial grant of up to 500,000 yen for successful candidates based on screening. 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.

OECD-WASEDA Internship Summer 2020

Program Timeline

Submission Deadline

February 14, 2020 (Friday, 17:00 (JAPAN Standard Time))

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

Selection Notification by WASEDA University

February 21 (Friday) via email

Interview Screening by WASEDA University

February 26 (Wednesday) 12:30-15:00 @ Bldg.22

Interview Screening Result Announcement by WASEDA University

February 28 (Friday) via email

WEB Application Deadline

March 6 , 2020 (Friday), via OECD's website

Selected candidates must submit application via OECD's website as well as create a personal profile with the OECD. Link to the website will be informed to those who passes screening which conducted by Waseda.

March – June 2020 (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. 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 2020 –

Internship commences.

Required Forms and Documents

1. **Registration form** for OECD-WASEDA Internship Summer 2020

*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 Organization for Economic Co-operation and Development (OECD)

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

- 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.

3. **CV**

*Up to TWO pages, TYPED, pdf format

4. **Latest Academic Transcripts up to present in English**

*PDF 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) from the Career Center website.

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

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

Subject: **OECD-WASEDA Internship Summer 2020 (“Your Name” & “School”)**

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

February 14, 2020 (Friday), 17:00

(JAPAN Standard Time)

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

OECD-WASEDA Internship Summer 2020

WASEDA University Career Center
3F, Building 30, Student Union Building,
Shinjuku-Ku, Toyama 1-24-1

Tokyo 162-8644

Email: intern-global@list.waseda.jp

Tel: 03-3203-4332

Attn: Hiromi TOMITA (Ms.)