

IDB – WASEDA University-Sponsored Internship Program 2024-2025

1. Objective and Internship information

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.

- (1) Number of Positions: 2
- (2) Internship Period : February 1 to March 31, 2025
- (3) Internship Location: IDB Headquarters, Washington, D.C., U.S.A.
- (4) Positions : See the TORs from IDB

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. (students who will graduate in March 2025 is not eligible but if you will be registered at Waseda from April 2025, please consult with us before the application.) 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) Must be a first-time participant in an Internship Program held by the Bank or Inter-American Investment Corporation ("Corporation" also known as "IDB Invest.")

3. Application

Period: September 3 ~ September 25 noon (JST)

NO late submission will be accepted under any circumstances.

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

(1) Application Form

<https://my.waseda.jp/application/detail/application-detail?communityContentLinkId=531986566>

(2) Cover Letter (Mandatory)

- 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:
 - Motivation(objectives)and genuine interest in the work of IDB in promoting international cooperation

- Academic achievements and qualifications
- IT skills, languages
- 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

- Up to TWO pages, TYPED, pdf format (photograph is optional)
- Contact information
- Education <important>
- Work experience, volunteer experience or research experience related to the position <important>
- Abilities and skills
- Other relevant information
- *Make sure to use "Individual Consultation" to someone check and correct your CV.

(4) Writing sample in English (and Spanish if possible)

- Paper from one of your courses or published works
- Typed and Word doc. File

(5) GPA original certificate

https://wnpspt.waseda.jp/student_en/supportanywhere/2023/05/01/certificate_request/

- Master Students enrolled since September 2024
Undergraduate level qualification must be submitted. IF you did not attend WASEDA University, you need to submit one copy from the university you attended BEFORE you were enrolled in WASEDA University.
- Doctoral/PhD Candidates enrolled since September 2024
Master level qualification must be submitted. IF you did not attend WASEDA University, you must submit one copy from the universities (undergraduate and master) you attended BEFORE you were enrolled in WASEDA University.

(6) 誓約書

- Must download, sign and submit a hand-written “[誓約書](#)” with your guardian’s signature.
- *Originals are necessary for selected interns at a later stage of the selection process

Notes:

- All documents are mandatory.
 - All File title must be as follow: IA2200I_Taro WASEDA_CV
 - ALL documents submitted will NOT be returned under any circumstances.
- You are strongly encouraged to make a photocopy of all the documents submitted.
- All documents received are solely for this internship application purpose. Information will be treated with the strictest confidence.

4. Important Notes

- Participation in the program must not interfere with your lectures and research. Please consult with your academic advisor or your school office whether you can participate in this program with no problems of your schoolwork or not and confirm the necessary steps as needed. We shall not bear any responsibility for losses or damages caused by the lack of confirmation of the study-work balance.
- Must read the instructions about the Student Compensation System and understand it. This program falls within the scope of Student Compensation System.
<https://www.waseda.jp/inst/student/en/support/injury>
<https://www.waseda.jp/inst/student/en/support/liabilitycoverage>
- Must purchase the 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) in case of accidents and disease while attending the program. Concerning the insurance plan designated by Waseda University, the start date of coverage will be the day you depart from Japan (*however, if your flight departs late at night, coverage will start on the day you leave home). If you are of foreign nationality and decide to briefly stop at your home country before going to the country of your host institution, the start date of coverage will still be the day you leave Japan. The cost will be between 60,000JPY and 150,000JPY.
- Must understand that you are not allowed to withdraw from the internship program once Waseda University nominates you as a candidate for the internship program unless Waseda University recognizes your reason as valid and gives you approval to withdraw from the internship program.
- Please be noted that VISA issuing will be late January, and we and IDB cannot control it.
- You shall be responsible for all expenses including transportation, accommodation, travel insurance, living expenses and such during the program.
- Please submit the Internship Final Report in a week after you finish the program. sending address: intern-global@list.waseda.jp
Download: [Internship Final Report](#)

5. Financial Support

Scholarship:

Only successful candidates among who receive a final offer from the IDB may have a chance that they will be awarded the “International Organizations Internship Program Scholarship (500,000JPY/intern) ” by Waseda. Please note that this scholarship is only for **one** selected intern who receives the notice from the career center and is available when the program is held on-site.

*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” (<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.

6. Program Timeline (JST)

Paper Screening Result Announcement by Waseda University October 1, via email
Interview Screening by Waseda University (online) October 2 and October 3 (Keep your schedule open on both days)
Interview Screening Result Announcement by Waseda University October 10 via email
IDB reviews applications and conducts interviews. October 15 to November 1
Final result announcement by WASEDA University November 4
Requirements for Hiring and Contracting November 5 to November 20

7. Reference

Material	Office	Contact
Internship Team WASEDA University Career Center	Career Center (Student Center 3F) Office hours: Weekday 10:00 to 16:00	Email : intern-global@list.waseda.jp
Waseda University' s designated Overseas Travel Insurance	Campus Insurance Center, Inc. Office hours: 9:00~17:30 (every Mondays to Fridays) * Please pick up the application form at your affiliated school' s office and submit it to the same office once filled out.	Email : hoken@waseda-pm.com
Student Compensation System	Student Affairs Section(Counter #2), Student affairs Division (Student Center 1F) Office hours: Weekday 10:00 to 16:00	Email : gakushouho@list.waseda.jp