



***DOCUMENTS NEEDED
FOR APPROVAL OF AN INTERNSHIP
IN ACCORDANCE WITH ST/AI/2000/9
OF 19 SEPTEMBER 2000***

- ↪ The completed “Ad Hoc Internship Programme Form”
- In particular, the following very important points must have been filled out by the candidate:
- ☆ Part III – Medical Insurance & the policy number,
 - ☆ Part VI should be completed by the university at which the student is currently enrolled in the final year of a second level of the degree (signature and stamp of university), in particular, if the university is sponsoring the student - if not, then the name and contact address of the University should be marked clearly so that HRMS may verify with the University of the student is effectively enrolled there.
- ↪ In addition, a copy of the first level university degree must be attached (unless they are students that fall under the eligibility requirement Section 2(b) of ST/AI/2000/9, in which case they must have completed at least 4 years of full-time studies at a university towards the completion of a second-level degree).
- ↪ The student must also enclose a copy of a medical certificate of good health (see Section 6.2 of ST/AI/2000/9)
- ↪ Finally, from the receiving office/service where the intern is going to work –a copy of the TOR as per Section 5.1(b) of ST/AI/2000/9 is needed.