

**APPLICATION FORM
FOR STUDENT INTERNSHIP
AT THE MINISTRY OF FOREIGN AFFAIRS OR DIPLOMATIC POST**

1. **Surname:**
2. **Given name:**
3. **Father's given name:** ... **Mother's given name**
4. **PESEL** (Polish citizens only):
5. **Place of residence:**

Contact telephone number (obligatory):.....

E-mail address:

6. **Citizenship**

Other citizenship(s).....

7. **University career:**

Name, address of university	Enrolled from	Enrolled until	Faculty/ Field of study	Main subjects covered and awarded examination grades

8. **Topic of final thesis, name of supervisor, estimated conclusion date** (applies to final year students):

.....
.....

9. **Additional qualifications, professional experience**

.....
.....

10. Language proficiency, in accordance with the Common European Framework of Reference for Languages

Language	A1	A2	B1	B2	C1	C2
Polish						

11. **Preferred MFA organizational units or diplomatic post** (name and address) for internship:

- a)
- b)
- c)

Suggested internship date(s):

12. **Please justify your decision to apply for the internship and your choice of MFA organizational unit or diplomatic post**

.....
.....
.....
I agree to the processing of the personal data included in the present application form for the purposes of the recruitment process (pursuant to the Personal Data Protection Act of 29 August 1997; Journal of Laws 2002 no. 101, item 926 as amended)

Place and date.....

Signature.....

NOTE

Student internships at the Ministry of Foreign Affairs are unpaid. The Ministry or diplomatic post does not cover travel expenses to and from the place of internship, accommodation and living expenses, and health and accident insurance costs.

The following documents must be attached to the application form:

1. Declaration filled out by the university faculty office (declaration template provided below),
2. Photocopy or scan of ID card or passport page(s) providing personal data and date of validity,
3. Declaration confirming that the applicant has read the ruinternship and voluntary work rules constituting Appendix no. 1 to the Ordinance¹,
4. Original declaration of clean criminal record (according to the template constituting Appendix no. 2 to the Ordinance)¹

To be filled out by the university

This is to certify that Mr/Ms..... is enrolled at:

Name of university:.....

Faculty:.....

Field of study/specialization:.....

Type of university course: *.....

Year of university course:.....

.....
(place and date)

.....
(seal, signature)

* undergraduate course, graduate course, PhD studies, unified master's degree, postgraduate course

RECOMMENDATION of supervisor, dean or vice-chancellor, or of persons authorized on their behalf (to be filled out in the event of an individual application for student internship):

.....

.....

.....

.....

.....

.....

.....

.....
(place and date)

.....
(seal, signature)

¹ Ordinance no 13 of the Director General of the Foreign Service of 30th 2011 on organizing and pursuing internships, volunteer work and traineeships at the Ministry of Foreign Affairs and diplomatic posts