



UNFCCC FELLOWSHIP PROGRAMME

INSTRUCTIONS ON HOW TO FILL THE FELLOWSHIP APPLICATION FORM

Please ensure that you meet all eligibility criteria before applying for the fellowship. Such criteria are contained in the section named 'Eligibility' of the UNFCCC Fellowship programme web page.

Submitted documents cannot be returned, therefore please send copies of all supporting documentation and not the originals. Do not send materials which are not requested.

Decisions of the selection panel are final and confidential.

How to complete the application form

Read carefully the following instructions:

- Typewrite or print clearly your answers. **Do not leave any blanks.**
- Provide accurate answers to any question. Any failure to do so may result in the rejection of your application.
- There are 6 sections to the application form:
 - A. Personal Data
 - B. Academic Information
 - C. Employment Record
 - D. Proposed Research Activity
 - E. References
 - F. Supporting Documentation
- You will receive an acknowledgement of receipt of your application. No other communication will be sent by the Office of the Fellowship Programme until after the selection has taken place.

A. Personal Data

- Underline the name by which you would be addressed with a title, e.g:

John Smith = Mr. Smith

Woo Shing-Fan = Ms. Woo

- Submit proof of your nationality with the application, e.g. copy of passport (compulsory).
- Submit proof of your date of birth, e.g. birth certificate or similar document (compulsory).

B. Academic Information

- In this section, please list your highest degree first, followed by postgraduate diplomas and undergraduate degree.
- Write in full the title of your degree, along with the acronym, and indicate the English equivalent in the specified space.
- Send a copy of your highest degree. If applicable, please also include copies of postgraduate diplomas. All certificates must be translated into English.

C. Employment Record

- In this section **list in reverse order every employment you have had, starting with your present post.** In describing your duties, emphasis should be given to responsibilities with particular relevance to climate change and/or sustainable development.

D. Proposed Research Activity

- Please describe here the work project you would propose to pursue if awarded a fellowship. Indicate the field of work (e.g. GHG inventories; compliance procedures) and the objective of the project (e.g. compare the quality and completeness of different sources of emission inventory data; analyze different compliance procedures in international environmental agreements and their applicability to climate change).
- Please provide a concise reasoning for the work project you have outlined, and specify the relevance of this the work project for your country or region, as well as the global benefits it would yield.

E. References

- Please provide the names and addresses of three individuals **not related to you and who are familiar with your character and qualifications available to provide letters of reference**. One of them must be from your current place of work.
- Special forms for reference letters are attached to the application form.
- Please enclose the letters of reference in sealed envelopes to your application package. You may also request the referees to send the forms directly to the secretariat, to arrive no later than the application deadline.
- Referees are expected to comment on:
 1. Your academic and professional strengths and achievements.
 2. The merits of your proposed work project.
 3. Your ability to complete successfully the project you propose.

F. Supporting Documentation

- If available, any significant publications you have written.
- Permission from your employer for leave of absence for the term of the fellowship.
- Written certification from your employer that the subject of the proposed training is relevant to the needs of the institution you are working for.
- Written certification from your employer that, after termination of the fellowship, you will return to your Party's governmental institution and address climate change issues for at least six month.

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