

INTERNATIONAL RESEARCH INTERNSHIP APPLICATION FORM

**Application Checklist**

Your application must include ALL the following documents in order to be considered.

**All documents must be received by March 30, 2018**

**Email completed application to: [monique.lynch@uwimona.edu.jm](mailto:monique.lynch@uwimona.edu.jm)**

- Completed application form
  - A three-page letter written by you describing your background, motivation for applying, Research expertise and interest, learning objectives and a brief description of a research Project you want to develop during the internship
  - Curriculum Vitae
  - Copies of most recent qualifications (photocopies or scan)
  - Two written References (professional) (Note: **You are responsible for providing your referees with the Form for Referees and ensuring they submit the form directly to the Internship coordinator (not to you) before the deadline.**
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## INTERNATIONAL RESEARCH INTERNSHIP APPLICATION FORM

### 1. General Information

Ms.	Mrs.		
Mr.	Dr.		

*(circle title)*
*(Surname)*
*(Given Names)*

<b>Date of Birth:</b>				<b>Sex:</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male
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*(Year)*
*(Month)*
*(Day)*

<b>Nationality/ citizenship:</b>	
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### 2. Permanent Mailing Address

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*(Phone)*
*(Fax)*
*(Email)*

### 3. Emergency Contact in Your Home Country

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*(Name)*

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*(Phone)*
*(Fax)*
*(Email)*

### 4. Your Employer

Name of Institution	
Years at this workplace	

### 5. Education and Training (Commencing with the most current)

**FORMAL EDUCATION:**

**Institution (Name, Country) :**                      **Degree/ Diploma (specify field):**    **Dates Attended:**


**OTHER RELEVANT COURSES:**

**Course Topic:**    **Provider:**    **Dates Attended:**


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**6. English Language Fluency** (tick appropriate answer)

	Excellent	Good	Fair	None
Speaking				
Writing				
Reading				

**7. Computer Skills** (tick appropriate answer)

answer) Word Processing		Basic		Advanced
Internet (to search for relevant research resources)		Basic		Advanced
Email (for regular communication)		Basic		Advanced
Do you have daily access to a computer?		Yes		No
Do you have daily access to the internet on this computer?		Yes		No

**8. Title of project** \_\_\_\_\_  
*(proposal/program of research or manuscript) you plan to develop during the internship.)*

**9. Names of the two referees (personal or professional) who will be submitting Referee Forms to us concerning your application:**

Referee		Country	
<b>#1:</b>	Name:		
	Institution		
<b>#2:</b>	Name:		
	Institution		

**9. ALL APPLICANTS: You must sign and date your application before submitting:**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## INTERNATIONAL RESEARCH INTERNSHIP APPLICATION FORM

### 10. How to Submit Your Completed Application

Submit your completed application package (application form and all documents indicated in the checklist) **by email, fax, or courier on or before March 30, 2018** to:

Monique Lynch  
The UWI School of Nursing, Mona  
Mary J Seivewright Building  
9 Gibraltar Camp Way,  
University of the West Indies, Mona Campus  
Kingston 7, Jamaica

TEL: 1-876-970-3304/702-3672 FAX: 1-876-927-2472

**E-mail:** [monique.lynch@uwimona.edu.jm](mailto:monique.lynch@uwimona.edu.jm)

**12.** Applicants who are accepted for the internship will be notified by **April 13, 2018**

**13. The deadline** for payments for internship packages is: **April 27, 2018**

**Payments:** Payments must be made by sending a **Managers Cheque** payable to **The UWI School of Nursing, Mona**

**Further details will be provided to successful candidates.**

**14. CANCELLATIONS:** Cancellations must be communicated in writing (letter or e-mail) to **Monique Lynch** by **May 11, 2018**. Cancellations made on or before **May 11, 2018** will be refunded minus US\$100.00 administrative fees. There will be no refund for cancellations made after **May 11, 2018**