

## PROFORMA FOR APPLICATION

1. Name :
2. Nationality :
3. Whether any family member holds Foreign nationality. If yes, details thereof :
4. Address for correspondence :
5. Contact No. :
6. E-mail address :
7. Date of Birth :
8. Educational Qualification (Starting from Matriculation onwards) :

Sl. No	Name of Board/ University/ Institute	Degree / Examination Passed	Period	% or CGPA	Subjects

9. Course presently pursuing, the University/Institute and its duration :
10. Period during which internship is required (Maximum 6 months):
11. Names of two References from the present Institute or the Institute(s) last attended :
12. Extracurricular activities/interests:
13. Projects undertaken, if any:
14. Why do you want to join this internship (in brief not exceeding 100 words) :

I certify that the above information furnished by me is true to the best of my knowledge and belief.

Place:

(Signature)

Date:

(Name)

### Authentication of particulars furnished above by the Institute/University

This is to certify that the information furnished by Mr./Ms. ....in the application form above is correct to the best of my knowledge.

Recommendations

(Signature and seal of authorised official)

## **List of Documents to be submitted along with internship application**

**For Internship at MEA Headquarters:** The application for internship at Headquarters must include the following:

1. Duly filled in Application Form.
2. Copy of at least three documentary proofs of identity which should include copy of passport and Aadhar card. In case of OCI card holder the documents should include passport, OCI card and National Identity card.
3. Curriculum Vitae.
4. Introduction letter from the Head of Institution where the applicant studied.
5. No objection certificate from University/Institution in case the internship is to be pursued in parallel with an ongoing course.
6. Self-attested certificates and transcripts for all the accomplishments mentioned in Paras 8, 9 and 13 of Application Form (educational qualifications, current courses being pursued and projects).

**For Internship at Indian Missions/Posts:** The application for internship at Indian Missions/Posts must include the following:

1. Duly filled in Application Form.
2. Copy of at least three documentary proofs of identity which should include copy of passport and proof of residence.
3. Curriculum Vitae.
4. Introduction letter from the Head of Institution where the applicant studied.
5. No objection certificate from University/Institution in case the internship is to be pursued in parallel with an ongoing course.
6. Self-attested certificates and transcripts for all the accomplishments mentioned in Paras 8, 9 and 13 of Application Form (educational qualifications, current courses being pursued and projects undertaken).

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