

## Instructions for completing the Application Form

This application form is available on the IDLO website (<http://www.idlo.int>). We suggest you download the form and complete it in electronic format before printing an original copy. If you do use a hard copy, please type or print clearly. Illegible forms will not be considered. Please provide the information requested as completely, clearly and precisely as possible. The IDLO Selection Committee will evaluate your candidacy solely on the basis of the information contained in the application. You may use additional sheets if necessary. In no event will a curriculum vita be considered as a substitute. If the language of the course is not your mother tongue, please attach appropriate documentation verifying your language proficiency. The completed Application Form must be signed, dated and sent to the Participant Operations and Evaluation Office no later than 8 (eight) weeks prior to the beginning of the course/seminar unless otherwise indicated in the course announcement. Admitted candidates are responsible for securing their visa to Italy and any other country they plan to visit. Visa requests should be submitted upon admission, allowing at least 20 (twenty) working days for processing by consular authorities. To accelerate the review of your candidacy, we suggest you send a copy of the completed application form by fax or as an e-mail attachment, with the signed original to follow by post.

**Professional Address:** indicate the full name of the organization (no abbreviations please), the street name and number (or post box), the city and postal code

**Telephone/Fax:** Please provide the country and city codes as well as the number. We may need to contact you at any time.

**Higher Education:** Please do not send copies of diplomas. However, IDLO reserves the right to request authenticating documentation at a later time.

Your candidacy will be evaluated on the basis of the information contained in the application, including quality of presentation. Candidates must have substantial professional experience (students are not eligible). Please respond to all questions in **Sections 1 through 4** as completely and precisely as possible. Competitive applications generally come from persons who provide specific background information about their current position and how their duties correspond directly to the subject matter of the course (Section 3).

The **Statement of Purpose** is your opportunity to address the Selection Committee directly, to make yourself stand out from among many other similarly qualified candidates. Why do you want to participate in this course? Explain your professional and career goals (do you expect to continue in this field or do you hope to change direction?). What impact do you foresee this training will enable you to make for your organization and/or toward the process of development in your country? Who else would benefit from your participation in the course and how? What value could you bring to the participatory exchange during the course, and what do you hope to take away with you?

**Please note** that candidates from a country in which there is an **IDLO Alumni Association** will receive priority acceptance to IDLO international courses based on their ability and motivation to contribute to the development of the Association. These candidates are urged to contact the IDLO Association in their country (see list with contact details on the IDLO website or contact [IDLO](#)) and to indicate their willingness to contribute to the activities of the Association under the "Statement of Purpose" section of the Application Form.

**Official Nomination:** Your application must be signed and stamped by an official of your employing organization. This section is not required for self-employed applicants.

**Financial Declaration:** This section should be completed only if you have secured local funding. In this case, the form must be signed and stamped by an official of the sponsoring organization. IDLO must also receive an official confirmation letter directly from the sponsoring organization.

**Please remember to sign and date your application form. Your signature certifies that the statements made in your application are true and complete to the best of your knowledge and belief.**

**Applications from qualified women candidates are particularly encouraged.**