

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 February 28, 2015**  
**Email completed application to: [janeil.brown02@uwimona.edu.jm](mailto:janeil.brown02@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)	

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

Nationality/ citizenship:	
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2. Permanent Mailing Address

(Address: number, street, apartment)		(City)

(Province or State)	(Country)	(Postal Code)

(Phone)	(Fax)	(Email)

3. Emergency Contact in Your Home Country

(Name)		(Relationship to you)

(Address: number, street, apartment)		(City)

(Province or State)	(Country)	(Postal Code)

(Phone)	(Fax)	(Email)

4. Your Employer

Name of Institution	
Position	
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)

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
#1:	Name:	
	Institution	
#2:	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 February 28, 2015** to:

Janeil Brown  
The UWI School of Nursing, Mona  
Mary J Seivewright Building  
9 Gibraltar CampWay,  
University of the West Indies, Mona Campus  
Kingston 7, Jamaica

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

**E-mail:** [janeil.brown02@uwimona.edu.jm](mailto:janeil.brown02@uwimona.edu.jm)

**12.** Applicants who are accepted for the internship will be notified by **March 20, 2015**

**13. The deadline** for payments for internship packages is: **April 5, 2015**

**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 **Janeil Brown** by **May 19, 2015**. Cancellations made on or before **May 19, 2015** will be refunded minus US\$100.00 administrative fees. There will be no refund for cancellations made after **May 1, 2015**