

APPLICATION FORM
INTERNSHIPS AT THE PERMANENT BUREAU

This application form, including all the requested documentation, should be submitted by e-mail to < internships@hcch.net >.

CONTACT DETAILS AND PERSONAL INFORMATION	
Family name(s):	
First name(s):	
Middle name(s):	
Nationality(ies):	
Gender:	
Address:	
Telephone number (for potential telephone interview):	
E-mail address:	
LANGUAGES	
<i>(when stating your level, please refer, to the extent possible, to the levels used in the Common European Framework of Reference for Languages elaborated by the Council of Europe. You may wish to use the self-assessment grid available here).</i>	
English:	<input type="checkbox"/> Yes, native <input type="checkbox"/> Yes, but non-native <input type="checkbox"/> No
French:	<input type="checkbox"/> Yes, native <input type="checkbox"/> Yes, but non-native <input type="checkbox"/> No
Other languages 1:	<input type="checkbox"/> Yes, native <input type="checkbox"/> Yes, but non-native <input type="checkbox"/> No
Other languages 2:	<input type="checkbox"/> Yes, native <input type="checkbox"/> Yes, but non-native <input type="checkbox"/> No

INTERESTS IN THE WORK OF THE HCCH

Please indicate your top 3 areas of interest by order of preference, numbering them 1 to 3.

This section aims to identify the areas of interest of applicants to the Internship Programme. To the extent possible, the Permanent Bureau will take these interests into account when allocating work to interns. However, in accordance with the needs of the Permanent Bureau, interns may be required to work in areas that they have not selected.

Legal Co-operation and Litigation Conventions and projects:	<p>A:</p> <ul style="list-style-type: none"> • 2005 Choice of Court Convention • 2019 Judgments Convention • Experts' Group on matters relating to jurisdiction <p>B:</p> <ul style="list-style-type: none"> • 1961 Apostille Convention (incl. e-APP, Apostille Handbook and preparation of the 2021 meeting of the Special Commission) • 1965 Service Convention • 1970 Evidence Convention • 1980 Access to Justice Convention • Practical Handbooks and work relating to electronic transmission of requests
Family / Child Protection Conventions and projects:	<p>C:</p> <ul style="list-style-type: none"> • 2000 Protection of Adults Convention • 2007 Child Support Convention and Protocol (incl. preparation of the 2020 meeting of the Special Commission) • International transfer of maintenance funds • International Hague Network of Judges and Direct Judicial Communications <p>D:</p> <ul style="list-style-type: none"> • 1993 Intercountry Adoption Convention (incl. Working Group on illicit practices and preparation of the 2021 meeting of the Special Commission) • Parentage / Surrogacy Project <p>E:</p> <ul style="list-style-type: none"> • 1980 Child Abduction Convention (incl. Malta Process and related Working Party on Mediation) • 1996 Child Protection Convention • Family Agreements Involving Children Project
Commercial and Financial Conventions and projects:	<p>F:</p> <ul style="list-style-type: none"> • 1985 Trusts Convention • 2006 Securities Convention • 2015 Choice of Law Principles
Additional areas of interest where support may be sought: <i>Please select any or all that apply</i>	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> Protection of Tourists Project Cohabitation Outside Marriage Project Organisational Promotional Work Organisational Governance Projects Cooperation with UNIDROIT, UNCITRAL, WIPO and other international organisations Other Convention, instrument or project: </div> </div>

DURATION OF THE INTERNSHIP AT THE PERMANENT BUREAU

As a general rule, the duration of an internship is three to six months. The dates for which the Permanent Bureau is recruiting interns are indicated on the HCCH website.

Preferred duration (you may select more than one option):

☐ 3 months ☐ 4 months ☐ 5 months ☐ 6 months

Preferred start date:

Any alternative dates?

STUDIES

I am currently enrolled or have completed

☐ **Bachelor's degree**

Completed or expected in:

☐ **Master**

Completed or expected in:

☐ **Juris Doctor (JD)**

Completed or expected in:

	<input type="checkbox"/> PhD / Doctor of Laws
	Completed or expected in:
Have you already completed a Private International Law course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
RELEVANT PROFESSIONAL EXPERIENCE	
<i>Internships and any other additional relevant experience (e.g., volunteering, memberships) may also be included</i>	
Total number of years of legal work experience : Nature of the work :	
CONTRIBUTION TO THE WORK OF THE HCCH	

OTHER COMMENTS

Do you have any other comments?

APPLICATION

I have **attached** to my application:

1. This **application form**
2. A **letter of motivation** (two pages maximum)
☐ Yes ☐ No
3. A **curriculum vitae** (CV)
☐ Yes ☐ No
4. A **transcript of academic records** or statement of academic results
☐ Yes ☐ No
5. An academic **writing sample** (an excerpt of any of your essay or paper in either English or French)
☐ Yes ☐ No
6. **Letter(s) of recommendation** (at least one)
☐ Yes ☐ No

Complete applications should be submitted by e-mail to < internships@hcch.net > with the subject line: "[FAMILY NAME] [First name] – Legal internship application".

Please note, all documents should be saved in PDF format and named as follows:

[FAMILY NAME] [First name] _ [Document Number] _ [Document Name]

E.g.: SMITH John_1_Application form

Incomplete applications, and those submitted after the deadline stated on the HCCH website will not be considered.