

## **INTERNSHIP PROGRAMME AT WIPO**

The WIPO Internship Program is open to students and graduates from all regions of the world, with a background in law, particularly in intellectual property, or in other fields relevant to WIPO such as science and technology, finance, human resources, economics, communications, information technology, translation and international relations. The Program includes designated internship positions that are open exclusively to nationals of [Unrepresented Member States](#).

The WIPO Internship Program supports WIPO's mission to lead the development of a balanced and effective international intellectual property system that enables innovation and creativity for the benefit of all, enabling interns to learn about the core values and initiatives of WIPO.

It provides an opportunity for interns to complement their education and to develop their professional skills and experience through participation in work in an international context. WIPO also benefits from the contributions of interns, who bring fresh perspectives and knowledge of the latest research in their specialist fields.

### **Overview of eligibility and internship categories**

Applicants must be enrolled in a first-level\* or advanced university degree or have completed a degree within the past 2 years.

Summary of categories of eligibility and benefits:

<b>Category I</b>	<b>Category II</b>
<ul style="list-style-type: none"> <li>• Students or holders of a first-level degree and students pursuing an advanced degree</li> <li>• 1,570 Swiss francs monthly stipend, including a local transportation allowance of 70 Swiss francs (at WIPO Headquarters)</li> <li>• 3-6 months in duration</li> </ul>	<ul style="list-style-type: none"> <li>• Holders of an advanced degree or graduate students having completed their coursework, but not the thesis</li> <li>• 2,070 Swiss francs monthly stipend, including a local transportation allowance of 70 Swiss francs (at WIPO Headquarters)</li> <li>• 3-12 months in duration</li> </ul>

\*Students enrolled in a first-level university degree must be in their 3<sup>rd</sup> or 4<sup>th</sup> year or in a program that requires the completion of an internship as part of the degree requirements.

## **Eligibility**

The requirements for the WIPO Internship Program are:

### Education:

- Individuals pursuing or having obtained a university degree;
- For individuals pursuing a first-level university degree, candidates must be in their third or fourth year of study and/or in a program that requires the completion of an internship as part of the degree requirements;
- Graduates will be eligible to apply for an internship no more than two years after having obtained their most recent university degree.

### Languages

- Very good knowledge of English and/or French;
- Knowledge of any of the following WIPO working languages would be an advantage: Arabic, Chinese, German, Japanese, Korean, Portuguese, Russian, and Spanish.

### IT skills

- Proficient IT skills (Word, Excel, PowerPoint, and other relevant IT programs/applications).

## **Categories and duration of an internship**

The WIPO Internship Program consists of two categories, based on the level of study of the interns.

### Category I:

- (a) Individuals pursuing a first-level university degree who are in their third or fourth year of study and/or need to complete an internship as part of their degree requirements; or
- (b) Individuals who have obtained their first-level university degree less than two years from the date of the internship application; or

- (c) Individuals pursuing their first advanced university degree who have neither completed the coursework<sup>1</sup> nor the final thesis.

The length of Category I internships shall normally be three months. Category I internships may be extended if justified by the specific needs of the employing program, subject to the approval of the Human Resources Management Department (HRMD), provided that the total maximum length of the internship shall not exceed six months.

Category II:

- (a) Individuals pursuing their first advanced university degree who have completed their coursework but not the final thesis; or
- (b) Individuals who have obtained their first advanced university degree and who are pursuing a subsequent university degree; or
- (c) Individuals who have obtained their most recent advanced university degree less than two years from the date of the internship application.

The length of Category II internships shall normally be between three and six months. Category II internships may be extended if justified by the specific needs of the employing program, subject to the approval of HRMD, provided that the total maximum length of the internship shall not exceed 12 months.

The terms and conditions of the WIPO Internship Program shall apply to both Category I and Category II interns unless otherwise indicated.

## **Stipend**

The stipend is a monthly allowance granted to interns, which is intended to contribute towards the cost of lodging, board and local transportation. It is not a salary or honorarium and it is not intended to cover the interns' continuing expenses for themselves or their families.

When assigned to WIPO Headquarters in Geneva:

- (a) Interns in Category I shall receive a monthly stipend of 1,570 Swiss francs, including a local transportation allowance of 70 Swiss francs;
- (b) Interns in Category II shall receive a monthly stipend of 2,070 Swiss francs, including a local transportation allowance of 70 Swiss francs.

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<sup>1</sup> For the purpose of this document, "coursework" shall mean all the classes, examinations and assignments of the advanced university degree program, with exception of the final thesis.

For the WIPO external and coordination offices, the amount of the stipend shall be set for each duty station, in consultation with HRMD, taking into account local conditions. The stipend shall be paid in the local currency.

Interns who join WIPO on the basis of a formal agreement with the Organization or under any of its programs, and who receive funding from another source (e.g. their respective university or government) shall not receive a stipend from WIPO.

### **Travel and Visas**

WIPO shall not be responsible for arranging travel, nor shall WIPO cover any related costs.

Notwithstanding the forgoing, interns who are nationals of a developing country or a country classified among the Least Developed Countries shall be entitled to receive the reimbursement of travel expenses on recruitment and on separation from WIPO, up to a maximum of 1,500 Swiss francs for the round trip, provided the following conditions are met:

- (a) The intern must be residing in his or her home country at the time of recruitment;
- (b) Travel must be by the most economical route and in economy class (if by train or airplane)

WIPO shall not be responsible for arranging the entry visa, but may provide the intern with assistance if necessary.

Interns assigned to WIPO headquarters in Geneva shall be entitled to a Swiss “*carte de légitimation*” for the duration of their internship, which serves as a residence and work permit, and which shall be requested by WIPO from the Permanent Mission of Switzerland to the United Nations Office and to the other international organizations in Geneva. Family members of the intern are not eligible for a “*carte de légitimation*.”

**For more details and to apply visit:** [www.wipo.int/jobs/en/internships/](http://www.wipo.int/jobs/en/internships/)

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