

Call for Internship Applicants: Regional Office for Asia and the Pacific (ROAP), Hague Conference on Private International Law (HCCH)

Please note that this internship is not part of the official curriculum. Accordingly, no academic credits will be awarded, and the internship will not be recorded on students' academic transcripts.

[Internship Institution]

The Hague Conference on Private International Law
Regional Office for Asia and the Pacific (ROAP)
Room 1409-1410, 14/F Hong Kong Plaza, No. 188 Connaught Road West, Hong Kong
Website: www.hcch.net

[Number of Interns]

Approximately 2 participants per year

[Internship Term and Duration]

When : After February 2027

- * ROAP will determine the final schedule in consultation with each candidate, taking into account their availability and capabilities.
- * Please note that the university will not make any special arrangements if the internship period overlaps with classes or exams.

Duration: 2 to 4 weeks

[Internship Cost]

Students are responsible for all expenses related to participation in this program.
(There is no entry fee for this program, and no salary is provided.)

[Entry Requirements]

Applicants must:

1. Be enrolled as regular students in the Faculty of Law or the Graduate School of Law at the time of the internship.
2. Cover all expenses related to participation in the internship.
3. Independently arrange all necessary aspects of the internship (e.g., accommodation, transportation, insurance).
4. Possess basic computer skills (e.g., proficiency in Microsoft Word and Excel).
5. Demonstrate English proficiency (minimum scores: IELTS™ 5.5, TOEFL iBT® Test 59 (Test taken before January 2026), TOEFL iBT® Test 3.5 (Test taken after January 2026), or TOEIC® L&R Test 650).

[Application Documents]

All documents must be produced in English.

1. Curriculum Vitae: Free format
2. Letter of Motivation: A4 size, Standard Layout, Up to 2 pages
 - * Applicants from the Department of Political Science must explicitly state their reasons and motivation for applying to this program.
3. Proof of English proficiency: Photocopy of the test report form; the scores after October 2024 are accepted, in principle
4. Letter(s) of recommendation: Free format

[Application Period]

From 10:00 a.m. on Tuesday, September 1, to 9:00 a.m. on Monday, October 5 (Japan Standard Time, JST)
Please upload your application documents using the designated submission link.

[Screening Method]

Screening will consist of document review and interviews, scheduled for late October.

Applicants nominated by Doshisha University in the first round will proceed to a second round of evaluation conducted by ROAP. Final selection will be based on the outcome of this second screening.