

UNITED NATIONS PROGRAMME OF FELLOWSHIPS ON DISARMAMENT

CHECKLIST FOR COMPLETION OF NOMINATION DOSSIER

The Nomination Dossier consists of two parts: (i) the Nomination Form and (ii) the Letter of Commitments (Annex II). The Nomination Form consists of four parts (six pages) and Annex II, of two pages. Please check whether both documents have been properly completed and signed, as follows:

- Has the Letter of Transmission (part I of the Nomination Form) been completed and signed by a senior official of the nominating Government? (**Please make sure that the name and function of the official is included.**)
- Has the Personal History and Proposed Study Programme (part II of the Nomination Form) been completed and signed by the candidate?
- Has a copy of the official national passport of the candidate been attached? (part II of the Nomination Form)
- Have the Recommendations of National Selecting Authority (part III of the Nomination Form) been completed and signed by a responsible official of the National Selecting Authority? (**Please make sure that the name and function of the official is included.**)
- Has the Medical Report (part IV of the Nomination Form) been completed, signed and stamped by the examining physician?
- Has the Letter of Commitment (Annex II) been completed and signed by the candidate?

Once all the parts of the Nomination Form and Annex II have been duly completed and signed, both documents should be sent to the Permanent Representative of your country to the United Nations either in Geneva (preferably) or in New York.

Please request the Permanent Representative to countersign and stamp Annex II on page 2 and forward both documents to:

The Coordinator,
United Nations Disarmament Fellowship, Training
and Advisory Services Programme
Office for Disarmament Affairs - Geneva Branch
United Nations Office at Geneva, Palais des Nations
1211 Geneva 10 – Switzerland
Email: undisarmamentfellowshipprogramme@un.org

Following the above procedure will ensure that the nomination dossier is complete and that its consideration and processing is not delayed due to missing information.