



UNIVERSITÀ DEGLI STUDI
DI MILANO



JUDICIAL
SERVICE
OF GHANA

APPENDIX C: APPLICATION FORM

1. Personal Information

First Name: _____ Last Name: _____ Gender (F/M): ____

Date of Birth (dd/mm/yy): / / / Place of Birth (city/country): _____

Present Nationality: _____ Nationality at Birth: _____

Current Address:

Street _____ Apartment _____ City _____ Country _____ Zip Code _____

Permanent Address:

Street _____ Apartment _____ City _____ Country _____ Zip Code _____

Phone (home): _____ Phone (work): _____ Phone (cell): _____

E-mail: _____

2. Academic Education:

- Please provide a [copy of your degree/registration to the Bar], and evidence of the completion of the pupillage period as requested by the law.

3. Languages:

English French Other _____

4. Career Plans:

- Please provide an updated CV, as well as a personal statement (three page essay) describing:
 - why you are interested in the internship, and what are the goals that you wish to attain with the internship, both on a professional as well as personal level
 - a brief description of what you have to offer (special skills, interests, education or training) and how you plan to develop your legal practice once you are back to Ghana.

5. **Other Relevant Information:**

- University Scholarship or Academic Distinction: _____
- Publications: _____

6. **References:**

- Please provide two references from recommenders, at least one of which a Professor of law. **Do not list friends or relatives.**

1)

Name: _____

Phone Number: _____

Email: _____

Address:

City _____ State _____ Zip Code _____

➤ Relationship: _____

➤ How long have you known this reference? _____

2)

Name: _____

Phone Number: _____

Email: _____

Address:

City _____ State _____ Zip Code _____

➤ Relationship: _____

➤ How long have you known this reference? _____

7. **Statement of Understanding of the Conditions of the Internship**

- By signing this application I accept the following conditions of the Internship:**

a. **Financial Support**

ASLA shall, up to the amount of EUR 7,500 for each Intern:

- i. provide for the accommodation for the duration of the internship programme (shared apartment with other students, students' residence, hostels or similar kinds of accommodation);
- ii. bear travel costs from Accra to Milan or the other destination where the Host Firms are located and return;
- iii. provide EUR 350 each month for the duration of the internship.

Any cost exceeding the above EUR 7,500 limit will be borne by the Intern

b. Medical Health Coverage and other Insurance Coverage

The Interns shall bear the costs for the insurance coverage required for travelling to and from as well as stay in Italy for the duration of the Internship including without limitation against accidents and civil liability as well as health insurance coverage.

c. Passports and Visas

The Intern is responsible for obtaining necessary passport and visas. ASLA and/or the Inviting University will issue upon request a letter stating acceptance of an individual as intern and the conditions of the internship.

d. Confidentiality and Publication of Information

The Intern will keep confidential any and all unpublished information made known during the internship programme and will not disclose them without the written authorization of the ASLA Tutor and the Host Firm's Tutor.

e. No Professional Employment Prospects

The Internship Programme does not constitute any form of professional employment and there will be no expectancy of such. Host Firms agree to welcome the Intern with educational purposes only, with the aim to achieve individual educational goals agreed with the Inviting University.

In no way whatsoever can the relationship between the Intern and the Host Firms be considered as a relationship of professional employment.

f. By signing this application I undertake to:

- provide correct and true information upon filing the application;
 - observe (i) the terms of the internship programmes, (ii) the laws in force in Italy, (iii) the rules of the Host Firm (iv) the instructions of the Host Firm's Tutor;
 - keep confidential any and all unpublished information made known during the internship programme and not disclose them without the written authorization of the ASLA Tutor and the Host Firm's Tutor;
 - provide written timely notice to the ASLA Tutor and the Host Firm's Tutor in case of illness or other unavoidable circumstances which might prevent the Intern from completing the Internship Programme;
 - draft a final report on the internship programme.
- * I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material

omission made on the application form or other documents requested in connection with the intern renders the internship liable to termination.

Signed: _____

Date: _____

➤ **As part of your application package, please submit via postal mail:**

1. **the personal Statement specified above in §4 of this Application Form:**
2. **a letter of recommendation by each of the References listed in above in §6 of this Application Form.**