

Global Environmental Education Partnership

Asia-Pacific Regional Center (GEEP APRC)

International Internship Program

Interns Recruitment Guidelines

I. Introduction

This program aims to cultivate young people's capacity for international engagement, enhance their understanding of the diverse cultures of different countries, and deepen their awareness of global environmental issues and corresponding response strategies. This program also seeks to establish partnerships among environmental education sites across the Asia-Pacific region.

This program will provide internship opportunities for a total of 12 participants aged 18 to 30 (inclusive), including six international interns undertaking internships in Taiwan and six Taiwanese interns undertaking internships in other Asia-Pacific and foreign countries. Interns will be placed in environmental education sites to participate in environmental education outreach activities and to gain practical experience in site management and operations.

The program further aims to enable young participants from different countries to both learn and serve, contribute their respective expertise, and

engage in mutual collaboration to support environmental education-related activities at host sites. Upon returning to their home countries, participants are expected to share their experiences and integrate the acquired knowledge into subsequent environmental education initiatives.

II. Program Objectives

1. To promote international exchange and cooperation in environmental education within the Asia-Pacific region.
2. To provide young people with opportunities for cross-border learning and service, thereby enhancing practical experience in environmental education and exposure to multicultural environments.

III. Implementing Agencies

1. Organizer: Ministry of Environment, Taiwan
2. Implementing Organization: Society for Environmental Education in Taiwan (SEET)

IV. Target Candidates

A total of 12 interns aged 18 to 30 (inclusive), including six international interns assigned to Taiwan and six Taiwanese interns assigned to environmental education sites in the Asia-Pacific region and other countries.

V. Application Period

From now until June 30, 2026

VI. Announcement of Selection Results

Before the end of July 2026

VII. Internship Period and Sites

1. Internship Period

Following the announcement of selected applicants, interns shall undertake a continuous 14-day internship period (14 consecutive days) scheduled in accordance with the time slots provided by the respective host institutions. All internships must be completed no later than February 28, 2027. Priority is given to internships conducted between July and September.

2. Internship Sites

(1) Host Sites in Taiwan (accepting interns from other Asia-Pacific countries):

Host Sites	Location	Available for internship period
Dongyanshan Nature Center	Taoyuan City	7/1/2026 to 12/31/2026
Wu-wei River Cultural and Educational Association	Yilan County	7/1/2026/ to 12/31/2026
Guandu Jing Si Hall	Taipei City	8/16/2026/ to 8/29/2026

(2) Host Sites in Asia-Pacific countries (accepting Taiwanese interns):

Host Sites	Location	Available for internship period
The Golden Jubilee Museum of Agriculture	Bangkok and Pathum Thani Province,	7/1/2026/ to 8/31/2026

	Thailand	
Izumi City Crane Museum	Izumi City, Kagoshima Prefecture, Japan	12/1/2026/ to 2/28/2027
Environmental Education Center Thailand (EEC Thailand)	Samut Prakan Province, Thailand	11/1/2026/ to 11/30/2026

Internship placements shall be assigned based on applicants' selection scores in descending order, in conjunction with their stated order of preference.

VIII. Application Method

1. Applications shall be submitted online. The application website will be announced concurrently with the official program call for applications. Applicants are required to upload and submit all necessary supporting documents in the prescribed format in accordance with the relevant regulations.
2. Application Documents
 - (1) 1 Internship Application Form (see Annex 1)
 - (2) 1 Informed Consent Form (see Annex 2)
 - (3) Proof of Identity (copy of passport)
 - (4) 1 Recommendation Letter (optional) (see Annex 3)
 - (5) Additional Supporting Documents for Scoring (optional): academic transcripts, employment records, certificates, or other relevant credentials.

IX. Selection Process

1. All application materials shall be reviewed by the program team. In the event of incomplete documentation, applicants will, in principle, be notified once to submit supplementary materials.
2. This program adopts a rolling review system. For every batch of 10 completed applications received, a selection committee composed of experts and scholars convened by the Ministry of Environment shall be formed to conduct a substantive review meeting.
3. The secondary review interviews shall be conducted via online video conference. Interview schedules will be notified via email.
4. Internship placements shall be assigned based on applicants' overall evaluation scores in descending order, combined with their stated preference ranking.
5. Evaluation Criteria

Item	Content	Weighted Ratio
Internship Plan	Completeness and richness of the internship proposal	30%
Personal Statement and Experience	Personal attributes, enthusiasm, and relevant experience	20%
Communication Skills	Ability to engage in dialogue, persuade and build trust	15%
Foreign Language Proficiency	The second interview will be conducted in English	20%
Impact	Ability to influence others' awareness and engagement in environmental education and sustainability issues	15%

The list of selected interns shall be announced within one (1) week after the selection meeting. The announcement will be published on the website of the Asia-Pacific Regional Center (<https://geepaprc.org>) and other websites designated by the Ministry of Environment. Selected applicants will also be individually notified via email.

X. Subsidies and Disbursements

1. This program provides partial financial subsidies. Any expenses already covered by the host institution—such as airfare or accommodation—shall not be reimbursed under this program. Any additional expenses beyond the subsidized scope, including domestic transportation, personal meals, telecommunications, and miscellaneous costs, shall be borne by the interns themselves.

2. Subsidy Guidelines

(1) International Airfare

The program subsidizes round-trip economy-class airfare for the most direct route between the intern's place of departure and the internship destination. Any additional transportation costs arising from indirect routes, including intercity or cross-border transfers, shall not be covered.

(2) Accommodation Expenses

The program subsidizes up to 50% of the accommodation expenses for 14 days (13 nights) in the host city of the internship site.

The subsidy is calculated based on 35% of the daily subsistence allowance rates stipulated in the “Daily Subsistence Allowance Table for Personnel on Overseas Official Travel under Central Government Agencies.” (i.e., accommodation subsidy = 70% of the daily allowance × 50%).

For interns from Asia-Pacific countries undertaking internships in Taiwan, reimbursement shall follow the “Guidelines for Domestic Travel Expense Reimbursement,” with accommodation ceilings (effective from 2025) set at NT\$3,500 per night on weekdays and NT\$4,500 per night on weekends, and subsidized at 50% of actual eligible expenses, subject to actual expenditure reimbursement principles.

Country	Maximum Accommodation Subsidy
Japan	US\$73.15 per night (Kagoshima Prefecture)
Thailand	US\$99.40 per night (Bangkok) US\$36.05 per night (Pathum Thani Province, Samut Prakan Province)
Taiwan	NT\$1,750 per night (weekdays) NT\$2,250 per night (weekends)
All expenses must be supported by original receipts for reimbursement. Any amount exceeding the approved subsidy ceilings shall be borne by the interns.	

3. Applicants shall be responsible for independently obtaining and completing all necessary pre-departure documentation prior to travel, including a valid passport, visa (including applicable administrative fees), international driving permit, and any entry authorization documents required by the destination country. In the event that an

intern is unable to arrive at the internship site as scheduled due to delays, omissions, or rejection in the issuance or validity of personal travel documents, all resulting expenses and contractual liabilities shall be fully borne by the intern.

4. In consideration of students' financial circumstances, applicants who encounter difficulties in pre-financing travel expenses may submit a request to the program team for advance air ticket booking. Upon approval, the implementing agency shall proceed with ticket issuance on behalf of the applicant. The corresponding airfare will be pre-deducted from the intern's total subsidy entitlement. Applicants must verify all itinerary details prior to ticket issuance. Once the ticket has been issued, any subsequent changes, cancellations, or fare differences arising from personal reasons shall be fully borne by the intern.

XI. Notes and Important Regulations

1. Interns shall comply with all regulations stipulated by the host institution during the internship period and shall actively participate in all assigned service and operational activities.
2. Upon confirmation of the internship placement, interns shall familiarize themselves in advance with the nature, background, working environment, and local living conditions of the host institution and its surrounding facilities.

3. During the internship period, interns are encouraged to use English or the official/local language of the host country to share with host personnel information about their home country that relates to the characteristics of the host site. Interns may also prepare short environmental education activities and conduct such activities during the internship when opportunities arise.
4. Interns shall participate in at least three (3) coordination and communication sessions during the internship period, including one (1) online supervisory visit for overseas sites and one (1) on-site visit for domestic sites.
5. Within two (2) weeks after completion of the internship, interns shall submit their final report and reimbursement documentation to the Chinese Society for Environmental Education (CSEE) at: 4F, Room 410B, Administration Building, No. 88, Section 4, Tingzhou Road, Wenshan District, Taipei City 116059, Taiwan (R.O.C.).

The envelope shall be clearly marked: “2026–2027 Asia-Pacific Regional Center International Internship Program – [Name]”.

Failure to submit required documents before the deadline, or submission of incomplete documentation not rectified after notification, may result in revocation of subsidy eligibility and recovery of disbursed funds by the Ministry of Environment. Any associated handling fees or liabilities shall be borne by the intern.

6. Internship activity records and reflection reports shall include the

following items:

- (1) Original photos and video files (with filenames reflecting the content).
 - (2) Comprehensive Photos and Written Internship Report (Submit in Word and PDF; at least six A4 pages).
 - (3) A video record at least five minutes long (any editing software/format is acceptable).
 - (4) Social media highlights.
7. Interns shall be invited to participate in post-program dissemination events and related outreach activities to share practical experiences and serve as reference for program evaluation and future promotion.
 8. During non-duty or non-internship hours, interns shall be solely responsible for their personal safety and property, including but not limited to self-driving travel, off-duty personal activities, and tourism after completion of the internship. The program organizers and host institutions shall bear no legal liability or compensation responsibility for any accidents, legal disputes, or additional expenses arising during such periods.
 9. Interns shall ensure that communication channels remain accessible throughout the internship period. In the event of difficulties or major emergencies, interns must immediately report to the designated contact points of the Ministry of Environment (including the host institution,

program team, and emergency contacts) to facilitate timely response and necessary administrative assistance, ensuring personal safety and rights protection.

10. All applicants to this program shall be deemed to have fully read, understood, and agreed to comply with all regulations and selection criteria upon submission of their application. Once selected and confirmed, withdrawal or cancellation is not permitted except in cases of serious illness, death of immediate family members, natural disasters, war, or changes in national policy constituting force majeure, supported by relevant medical or official documentation.

11. If a selected intern withdraws without legitimate reasons as specified above or fails to complete the 14-day internship, the following measures shall apply:

(1) Recovery of Funds and Breach Penalties

a. Full recovery of disbursed subsidies: All approved funding for international airfare, accommodation, and insurance that has been prepaid or disbursed shall be fully returned within the specified timeframe upon notification.

b. Liability for ticket cancellation: If airfare is arranged by the program team, the intern shall bear all cancellation fees, penalties, and non-refundable losses resulting from the withdrawal.

c. Administrative costs: Any foreign exchange differences, postal fees, or bank transfer charges arising from recovery procedures shall be borne by the intern.

(2) Violators shall be disqualified from applying to relevant international cooperation programs under this initiative for a period of five (5) years and will be listed in the Ministry of Environment's talent development program review system.

(3) If the withdrawal results in administrative losses to the host institution or adversely affects international cooperative relations, the organizers reserve the right to pursue legal action and claim damages.

12. If a selected applicant waives eligibility, withdraws, or has their subsidy revoked, vacancies shall be filled in order of ranking based on evaluation scores. Replacement candidates must respond within three (3) working days of notification confirming their participation and submit all required supporting documents. Failure to respond before the deadline shall be deemed as forfeiture, and the next-ranked candidate shall be selected.

13. All materials produced in connection with this program—including written documents, photos, videos, imagery, and other creative outputs—shall be deemed to have granted the Ministry of Environment a non-exclusive, royalty-free license for use.

The Ministry of Environment may utilize such materials without

limitation of time, territory, or frequency, and through any means (including reproduction, adaptation, editing, public display, or online dissemination) for purposes including educational outcomes assessment, policy promotion, and environmental education.

Interns shall ensure that all submitted materials are original and do not infringe upon any third-party intellectual property rights. In the event of infringement, interns shall bear full legal responsibility.

14. The organizing authority reserves the right to amend, interpret, and supplement this guideline in the event of any matters not covered herein.

Environmental Education International Internship Program

Intern Application Form

Name in Chinese		Please attach one recent color passport-style photo.
Name in English		
Date of Birth (xx/xx/xxxx)		
Nationality		
Sex		Cell Number
E-mail		
Address		
Highest Education		
School / Organization		
Major & Year / Position		
Environmental Education and Conservation Activity Experience (N/A if none)		
Activity Title	Period (MM/ YYYY – MM/ YYYY)	Description
Other Special Achievements (e.g., awards, international exchange programs, etc.)		

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Language Proficiency Requirements
(Please meet one of the requirements below and attach supporting documentation)

Language	Listening	Speaking	Reading	Writing
Chinese	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None
English	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None
Japanese	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Proficient <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None

Note 1 : Please submit relevant language proficiency certificates

Note 2 : Proficient (near-native); Intermediate (able to discuss and communicate); Basic (daily conversation only); None (beginner)

Internship Location Preferences (Must be located outside your home country)

- 1.
- 2.
- 3.

Taiwan Host Sites:

1 : Dongyanshan Nature Center (Taoyuan City)

2 : Wu-wei River Cultural and Educational Association (Yilan City)

3 : Guandu Jing Si Hall (Taipei City)

International Host Sites:

1: The Golden Jubilee Museum of Agriculture (Bangkok, Pathum Thani)

2: Izumi City Crane Museum (Kagoshima-ken)

3: EEC Thailand (Samut Prakan Province)

Personal Statement
Maximum 1 page (A4).

Internship Proposal (Add additional pages if necessary)

Max 8 pages. Please be detailed and specific.

1. State your motivation, expectations, and the specific topics or fields you plan to study.
2. Describe your expectations for personal growth and your future contributions to your organization or community.
3. Explain how you use education to drive awareness and inspire engagement in sustainability and environmental action.

Environmental Education International Internship Program

Informed Consent Form for Interns

I, _____, participating in the "2026 International Environmental Education Internship Program" (hereinafter referred to as "the Program") organized by the Ministry of Environment, hereby agree to comply with the following terms and responsibilities if selected as an intern:

1. I authorize the organizers and co-organizers to collect, process, and utilize my personal data for Program-related purposes in accordance with the Personal Data Protection Act and relevant regulations.
2. I shall comply with all regulations of the host organization and actively participate in assigned tasks. I agree to maintain professional conduct. In the event of serious misconduct or illegal activities, the organizers reserve the right to revoke subsidies. I shall be held liable for any resulting expenses.
3. I acknowledge that this program provides partial subsidies. The Ministry of Environment, R.O.C., covers only international airfare, partial accommodation (as specified in Section VII of the Selection Guidelines). All other expenses and the processing of international documents (e.g., passport, visa, international driving permit) are my sole responsibility.
4. I understand that I am responsible for my own safety during non-duty hours and personal itineraries (e.g., private driving, after-hours activities, or post-internship sightseeing). I shall personally arrange all daily necessities not provided by the host site, such as meals, laundry, and cleaning.
5. I commit to achieving the learning objectives developed with the host site and the Program team. I agree to attend at least three site visits (in-person or virtual) during the internship.
6. Reimbursement requests and all supporting documents must be submitted to the organizing agency within two weeks of the internship's conclusion. The host and co-organizing agencies reserve the right to decline subsidies for any claims submitted after this deadline.
7. Within two weeks of completing the internship, I must submit a complete set of activity records and a feedback report. I agree to share my experiences on related

websites or events for evaluation and promotion. Failure to submit these materials on time will result in the revocation of subsidies. The required deliverables include:

- (1) Original photos and video files (with filenames reflecting the content).
 - (2) Comprehensive Photos and Written Internship Report (Submit in Word and PDF; at least six A4 pages).
 - (3) A video record at least 5 minutes long (any editing software/format is acceptable).
 - (4) Social media highlights.
8. For matters not covered herein, the organizers reserve the right to amend, terminate, interpret, and make final decisions on all aspects of this Program. All decisions shall be subject to official announcements.

To
Ministry of Environment

Signatory (Signature):

Passport Number:

Contact Number:

Emergency Contact (Signature)

Emergency Contact Phone Number

Relationship to Signatory

(Month) (Day) (Year)

International Environmental Education Internship Program
Recommendation Letter

Reference

Name:

Organization:

Position:

Contact Number:

E-mail:

Please state the reasons for your recommendation and the applicant's potential for future development.

Please add additional pages if necessary.