

What documents do I need to apply for admission?

1.	<p>Letter of application from the head of the organization.</p> <ul style="list-style-type: none"> a) The letter has to be signed by the head of organization, i.e. the highest ranking official. If your organization is a university, the letter of application must come from the President/Chancellor/Rector of the university. b) The letter has to include a paragraph confirming compliance with the UNFCCC guidelines and policies by representatives of the organization. A template for the letter is available under item 1 in the upload documents section of your OAS account. c) It is encouraged to include a paragraph on your organization’s anti-discrimination policy, e.g.: I confirm that my organization does not tolerate any form of discrimination whatsoever on the basis of race, age, religion, gender, sexual orientation or national origin
2.	<p>Copies of certified articles of association, bylaws, statutes, or constitution detailing the mandate, scope and governing structure of the organization.</p> <ul style="list-style-type: none"> a) The documents should include information on the handling of assets in case of dissolution of the organization and amendments to those documents. b) If the statutory objectives of these documents do not relate to matters covered by the UN Climate Change Convention, please submit another official document to that effect (e.g. strategic plans, decisions or resolutions) endorsed by the governing body of the organization (board of directors, general assembly, executive committee, etc.).
3.	<p>Certificate of incorporation/registration/establishment of the organization issued by a government authority in the country where your organization’s headquarters is located.</p>
4.	<p>Certificate of the non-profit and/or tax-exempt status of the organization issued by a government authority in the country where your organization headquarters are located. Alternatively, an organization may prove its non-profit status by providing a copy of the relevant law/regulation certifying the non-profit status of the organization due to its legal nature.</p>
5.	<p>A financial statement of the organization of the most recent accounting year, including income and expenditure breakdowns.</p>
6.	<p>List of the names of all donors and other funding sources in the last two years. The treatment of the information is strictly confidential.</p>
7.	<p>Two most recent annual reports or any other evidence of your organization in matters relating to the UNFCCC in the last 24 months;</p>
8.	<p>List of networks your organization is part of and/or affiliations with other organizations involved in climate change activities.</p>
9.	<p>In the case of research institutes, including universities, evidence of academic independence or academic freedom of your organization (e.g. relevant sections of state law, certificate from a 3rd party institution that certify independence, etc.).</p>