



# International Human Rights Training Program

## How to apply?



Applications for the International Human Rights Training Program (IHRTTP) are submitted online through a platform called ContactEquitas.

In order to help you through your IHRTTP application process, Equitas has prepared this guide to walk you through the 4 different steps.

Remember that once you have a ContactEquitas username and password, you can access or modify your application as often as you want until you submit it.

We highly encourage you to submit your application well ahead of the final deadline in order to ensure a timely processing.

**Follow the 4 steps!**



**01**

Create your ContactEquitas Account



**02**

Complete the Application Form



**03**

Upload the Required Documents



**04**

Submit your Completed Application

## Information and Support

 Consult our Frequently asked questions page: [www.equitas.org](http://www.equitas.org)

 Email us at [pifdh-ihrtpp@equitas.org](mailto:pifdh-ihrtpp@equitas.org)



# Create your ContactEquitas Account

## \*Already have a ContactEquitas account?

Then, you do not need to create a new account. Simply email us at [pifdh-ihrtf@equitas.org](mailto:pifdh-ihrtf@equitas.org) and we will grant you access to the 2019 form.

You will be able to login using your email address and password. If you forgot your password, click on [Forgot Your Password?](#) and instructions will be sent to you by email.

## Registering for the first time

1. Go to <https://contactequitas.force.com/>

### 2. Sign up to create your account

Your password must include at least 8 characters, and must contain at least 1 letter and 1 number.

Complete your details and click on "Send".

### 3. You will receive a confirmation email and will be redirected to your account's home page

You may now begin filling out your application form.

## Logging in to your account

The next time you want to login to your account, go back to <https://contactequitas.force.com/>, enter your Email address and Password and click on "Login".

## Forgot your password?

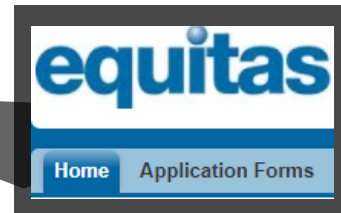
On the Login page, click on ["Forgot Your Password?"](#) and you will receive instructions by email.

# 2

## Complete your Application Form

### 1. In your account, click on the "Application Forms" tab

It is located at the top left corner of the screen.



### 2. In the drop-down menu, select the "IHRTP/PIFDH Applications" option and click on "Go"

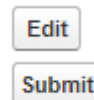
View:

### 3. Click on your application number to access your form

Application Number ↓	Program
<a href="#">APP - 005210</a>	IHRTP 2019

### 4. Your application form should open

Click on the "Edit" button to begin answering the questions. Click on the "Save" button regularly to avoid losing your data.



The information bubbles provide the questions in full. It is important to read them to make sure you understand each question properly.

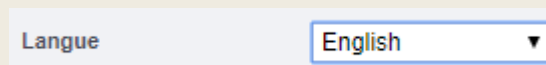
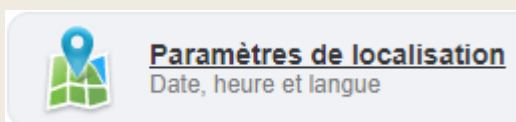


## Your account and application form are displayed in French?

Click on your username and on "Mes paramètres" in the top right corner of the screen.



Click on "Paramètres de localisation" and select "English" in the Language drop-down menu.



Save, close the window and refresh the page. The display language should now be English.



# Upload the Required Documents

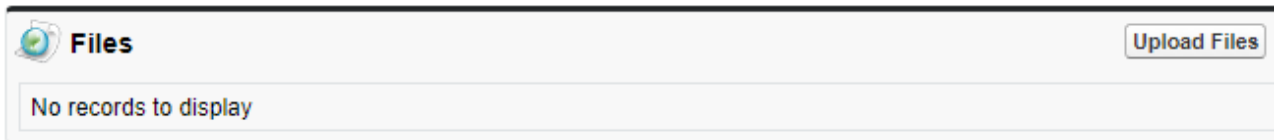
See the list of required documents p.6

## 1. To upload your documents, you must save your form first

It is only possible to upload your documents if your form has been saved.



## 2. Locate the "Files" section at the bottom of your form



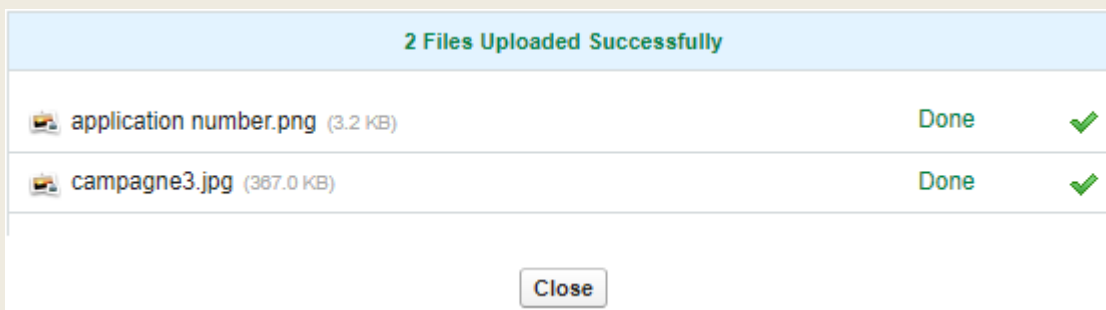
## 3. Click on "Upload Files" and select documents from your computer

Please submit your files in .doc, .docx, .pdf or .jpg format. Make sure your documents have been converted in either of these formats before uploading them.

Please name your files following this model: **(E.g. Reference1\_Lemaire\_Canada)**  
Type of document\_Last Name\_Country

You may upload one or several documents at a time.

Once the upload is complete, close the window.





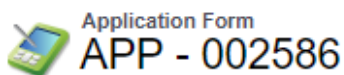
# Submit your Application

## 1. Review the contents of your form

Make sure you provided a detailed answer to each question of each section.

Check that your 4 required documents appear in the "Files" section.

## 2. Click on the "Submit" button to send your completed form



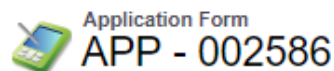
[« Back to List: Application Forms](#)

Application Form Detail

Exit Submit

## 3. A success message will appear and you will receive a confirmation email

It is possible that our emails will be sent directly to your spam folder. As of now, please check your junkmail regularly in case we try to contact you.





[« Back to List: Application Forms](#)

**Success:**  
Thank you for submitting your application.

The IHRTP team will contact all candidates in the days following the submission of their application, to inform them about the status of their file. We will invite candidates whose application does not meet the minimal requirements to complete it.

## Information and Support

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# About the Required Documents



Your application must include :

- The completed online application form
- The signed Memorandum of Agreement
- Two letters of recommendation
- A brochure of your organization

## Memorandum of Agreement

### Where can I find Equitas' Memorandum of Agreement?

The Memorandum of Agreement is a document that needs to be signed by the director of your organization. It can be found on the Equitas website.

[Click here to download the Memorandum of agreement.](#)

### Who must sign the Memorandum of Agreement if I do not work for an organization?

If you do not work for an organization, we require that you write a separate letter explaining how you plan to make use of your IHRTP training in an individual work plan.

### Who must sign the Memorandum of Agreement if I am the Director of my organization?

If you are the Director of your organization, your Memorandum of Agreement must be signed by you and by the President of your organization's Board of Directors.

## Letters of Recommendation

### Who can write my letters of recommendation?

The two letters of recommendation that are required must be written by national or international human rights organizations familiar with your work and/or the work of your organization. Neither of these letters may be written by your own organization.

## Brochure

### What should the Brochure contain?

The brochure should describe the work of your organization. It can be the organization's mission statement or a selected excerpt from an annual report that gives information about your organization's mission, objectives, activities, etc.

### Instead of a brochure, can I submit the link to the website of my organization?

No. Instead, please select relevant sections of your organization's website (mission, activities) and copy them in a Word document.