



International Civilian Peacebuilding Training Program

Information on the application procedure

Conditions of Participation

Applicants should be actively engaged in or demonstrate a strong motivation to contribute to peacebuilding activities in conflict-affected and post-conflict settings and are expected to:

- Have a good command of English to actively participate in discussions, group work and practical exercises.
- Have relevant professional, academic or practical experience in peacebuilding, peacekeeping, humanitarian action, development or related fields, or demonstrate a strong motivation to engage in these areas.
- Hold at least a first-level university degree or possess equivalent relevant professional or practical experience.
- Demonstrate the ability and willingness to work collaboratively in an international and multicultural learning environment.
- Possess basic digital literacy skills.

Applicants are selected based on their relevant experience, motivation and potential to apply and share the knowledge and skills acquired during the course.

Course Costs

The course fees listed on the ACP website include training fees and materials, full-board accommodation at the training venue as well as a shuttle bus transfer from Vienna to the course venue and back.

Scholarships

The ACP is able to offer a limited number of scholarships to outstanding candidates. Applicants from countries eligible for Official Development Assistance (ODA) may apply for financial support by indicating their need in the relevant section of the online application form. Priority will be given to applicants working with non-governmental organisations, civil society organisations, and grassroots initiatives. Two types of scholarships are available:

- **Full scholarships:** Cover 100% of the course costs.
- **Partial scholarships:** Cover 50% of the course costs.

Please note that scholarships do not cover travel expenses to and from Vienna, visa application fees, or health insurance. These costs must be borne by the participants themselves.

Due to the high number of applications received from highly qualified candidates, the selection process is very competitive. Following the application deadline, the selection committee will carefully review all applications and determine the allocation of scholarships. Successful applicants will be informed of their scholarship award in their official invitation letter.



Visa

Austria is a member of the European Union and the Schengen Area. Depending on their nationality and travel documents, participants may require a Schengen visa to enter Austria. Applicants are strongly encouraged to check the applicable visa requirements and begin preparing their application as early as possible. Visa procedures can be lengthy and may take several weeks or, in some cases, several months. Please consider the following:

- **Visa appointments:** At some embassies and visa application centres, appointment availability is extremely limited. Participants are therefore strongly advised to book their visa appointment immediately upon receiving their official course invitation letter.
- **Countries without an Austrian embassy:** Applicants residing in countries without an Austrian diplomatic representation may be able to apply through the embassy of another Schengen country authorised to issue visas on behalf of Austria. In other cases, applicants may need to travel to a neighbouring country to submit their application.
- **UN Laissez-Passer:** Holders of a valid UN Laissez-Passer are generally exempt from visa requirements for short stays in Austria. However, entry and transit requirements for other countries should be checked separately.
- **Health insurance:** All participants must have adequate health insurance coverage during their stay in Austria. Schengen visa applicants generally require travel medical insurance with a minimum coverage of EUR 30,000, valid throughout the Schengen Area.

You can identify the responsible Austrian embassy or consulate through the following link:
www.bmeia.gv.at/en/embassies-consulates/search-for-austrian-representations/

Participants are responsible for obtaining the necessary visa and complying with all applicable entry requirements. As an independent non-profit organisation, the ACP has no influence over decisions made by embassies or consulates regarding visa applications. The ACP cannot expedite visa procedures or guarantee that a visa will be issued. Furthermore, the ACP does not issue an Electronic Declaration of Commitment (*Elektronische Verpflichtungserklärung*, EVE).

Certificate

Participants who successfully complete the training course will receive a certificate of attendance issued by the Austrian Centre for Peace (ACP).