MOROCCAN YOUTH COUNCIL FOR DIPLOMATIC AND INTERNATIONAL COOPERATION

GENERAL SECRETARIAT - OFFICIAL DOCUMENT REPOSITORY

Application Preparation Checklist

OFFICIAL MYCDIC INSTITUTIONAL PUBLICATION

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General Secretariat of MYCDIC

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71573418BFEA2FD6D057581B1781E3328DE5610703C618E520124BBEAF2C6DB3

المملكة المغربية

مجلس الشباب المغربي للتعاون الدبلوماسي و الدولي

MYCDIC Application Preparation Checklist

Prepare these details and files before opening the official application form. This guide helps reduce interruptions and incomplete submissions.

Application pathways	Member / Volunteer, Advisor / Consultant, or Both
Recommended preparation time	20-30 minutes before starting the online form
Application portal	www.mycdic.org/join-us/
Status and verification	www.mycdic.org/join-us/verify.html

1. Essential identity and contact information

☐	Full legal name exactly as shown on your identification document.
☐	Date of birth, gender, nationality, country, region/state, and city of residence.
☐	Active telephone number and email address that you check regularly.
☐	Identification document details: document type, number, and country of issuance.
☐	Clear identity document file (passport or national identity document). Ensure all information is readable.
☐	Professional links, where available: LinkedIn, Instagram, personal website, publications, or portfolio.

2. Education, experience, and contribution profile

☐	Highest education level, field of study, current occupation/status, and years of experience.
☐	Up to three preferred departments or areas of contribution.

☐	Languages and proficiency levels, especially Arabic, English, French, and any other languages.
☐	One strong example of your most impactful experience in leadership, service, projects, research, communication, culture, diplomacy, or cooperation.
☐	A clear motivation statement explaining why you want to join MYCDIC and how you will contribute to its mission.
☐	Availability and geographic coverage, including countries or regions where you can participate or support activities.

3. Files to prepare before submitting

File	Required?	Preparation standard
Identity document	Required	Clear scan/photo; all corners and details visible.
CV / Resume	Required	PDF format, maximum 5 MB. Use a current professional version.
Video introduction	Prepare in advance	Maximum 2 minutes and 10 MB. Introduce yourself, your background, why MYCDIC, and the value you can contribute. Clear audio and a professional setting are recommended.
Portfolio / evidence	Optional	Up to five files, maximum 5 MB each: certificates, project examples, publications, recommendations, or relevant work.

Important: The combined upload size must remain within the portal limit. Compress documents carefully without making text unreadable.

4. Additional preparation for Advisor / Consultant applications

☐	Primary field of expertise and sub-specialty.
☐	Professional qualifications, licenses, and certifications.
☐	Institutions previously worked with and examples of advisory or consulting assignments.
☐	Verified years of expertise, monthly availability, and countries or regions you can cover.
☐	Two professional references with accurate contact details.
☐	Conflict-of-interest and independence statement.
☐	Strategic value statement explaining what expertise, network, or institutional support you would add to MYCDIC.

5. Suggested two-minute video structure

0:00-0:20	State your full name, country/city, current role or study area.
0:20-0:50	Summarize your strongest experience, skill, or achievement relevant to MYCDIC.
0:50-1:25	Explain why you want to join and which MYCDIC mission areas interest you.
1:25-2:00	Describe one concrete contribution you can make during your first mandate.

6. Final checks before pressing Submit

☐	All names, dates, identification numbers, contact details, and professional claims are accurate.
☐	Required fields are complete and the selected application pathway is correct.
☐	Uploaded files open correctly, are readable, and do not exceed the allowed sizes.
☐	Professional references know they may be contacted by MYCDIC.
☐	Any actual, potential, or perceived conflict of interest has been disclosed.
☐	You have read the declarations, privacy information, Membership Law, and institutional rules.
☐	Your full legal signature name matches the name entered at the beginning of the form.

After submission
Save your application reference number and verification code. Use the official Track / Verify page to check the limited status record. Submitting an application does not create membership, appointment, representation, accreditation, or authority to act for MYCDIC.

Institutional Application Annex

DOCUMENT

Application Preparation Checklist

INSTITUTIONAL USE NOTE

This annex expands how the existing controlled document should be applied within MYCDIC. It does not silently replace the core text. Where the underlying document contains legal, statutory, registration, appointment or other authoritative wording, that original wording remains controlling unless a separately approved instrument expressly amends it.

Operational principles

Authority & scope

Use the document only within the mandate, office, programme or activity to which it actually applies. No publication or title may be read as conferring diplomatic, governmental or legal authority that MYCDIC does not possess.

Decision records

Material approvals, delegations, exceptions and risk decisions should be traceable to an authorized office, a dated record and an identifiable institutional reference.

Integrity & safeguarding

Apply conflict-of-interest, confidentiality, dignity, anti-harassment, data minimization and safeguarding standards proportionately to the activity and the people involved.

Public communication

External statements, branding, media activity and partner references should be accurate, reviewable and consistent with approved institutional positions and published records.

Category-specific implementation expectations

- Applicants should receive clear instructions on eligibility, required material, file quality, deadlines and the difference between submission and acceptance.
- Collect only information necessary for the stated process and keep identity documents or sensitive files in the approved protected system.
- Use reference numbers and status metadata for operational tracking instead of duplicating complete applications into unrelated systems.
- No checklist, receipt or automated status should be presented as a guarantee of admission, appointment, invitation or institutional approval.
- Provide a verification path for official communications and protect applicants from phishing, impersonation and unofficial payment requests.
- Retention, access and deletion practices should reflect the sensitivity of application data and the legitimate needs of the review process.

Control, Review & Digital Validation

Governance lifecycle

1

Apply

Use the document in the approved institutional context and identify the responsible office or role.

2

Record

Keep proportionate evidence of significant approvals, decisions, incidents, exceptions and outcomes.

3

Review

Reassess the document when law, institutional structure, risk, technology, mandate or operating practice materially changes.

4

Publish

Where publication is appropriate, expose only the public version and keep sensitive operational records separated.

Evidence and institutional recordkeeping

A controlled MYCDIC record should identify the applicable document version, decision owner where relevant, date, affected programme or office, and any evidence necessary to demonstrate responsible implementation. Public records must not disclose confidential personal data, private applicant material, security credentials, or information whose publication would create unnecessary risk.

DIGITAL VALIDATION RECORD

REFERENCE	MYC-PDF-MYCDIC-APPLICATION-PREPA-1AB6BC52
SIGNATURE ID	RSA-C87A126DE1302757BE
PUBLIC KEY	MYCDIC-RSA-E8A93889B01EEB70
SOURCE SHA-256	1AB6BC52817A77D9B78F7EE8F1E698F8 30FF20BFBE8BBDA6297395BBFA39955D
TEXT FINGERPRINT	AC6611CEBA25635A2D3E468466FEE7F0 89F5E60E71E76C56071AEABE7198FC40
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SCAN TO VERIFY LIVE