

GUIDANCE ON APPLYING FOR UNLPE

GEAR UP FOR SUCCESS



1) CHECK YOUR ELIGIBILITY

- Serving UN Volunteers (*except UN University Volunteers and UN Community Volunteers*) may apply for UNLPE 2023 - visit [eCampus](#) for detailed info.
- Review [HR Portal](#) for process, timeline and eligibility criteria.

2) COLLECT SUPPORTING DOCUMENTS

- Proof of language proficiency or a duly signed Certification of Language Use at Work;
- UN Identity / security card;
- Latest PAF (Personal Action Form) from [UVP](#). Or Letter for Extension of Contract beyond the written exam date, if your current contract expires earlier.



3) REGISTER FOR UNLPE (JUN 5-23, 2023)

- Visit [HR Portal](#) and follow instructions to register on Inspira if you haven't already.
- Watch this [video](#) on how to apply for UNLPE, and follow step-by-step guidelines for UN Volunteers.

4) SELECT ONLY 01 LANGUAGE

of your preference from the catalog items. Additional selections will be rejected. Similarly, applications for LPE in the mother tongue will be rejected.



5) SELECT "GERMANY, BONN-UN VOLUNTEERS"

as your screening center, irrespective of your actual duty station / location / host entity. Selecting a different center could lead to application rejection.

6) INPUT THESE ENTRIES

- Contractual status: Affiliate of a UN entity
- Entity: UNV-Bonn
- Fee-paying Entity: UNV-Bonn
- Correct [UNV Roster no / User ID](#)



7) STAY CONNECTED (JUN-JUL 2023)*

- Local administrators may push-back if they require more information while screening your application.
- Respond ASAP as delays may result in application rejection.

8) DROP YOUR APPLICATION (JUL 2023)*

If you decide against taking the UNLPE.

UNV will cover the registration fee to facilitate your application. If you later decide not to take the exam without a valid reason, the fee may be recovered from you.





9) CHECK YOUR APPLICATION STATUS (AUG 2023)*

- See [guide](#) on how to check on Inspira.
- Understand your [application status information](#).
- Look out for convocation letter sent via email through Inspira if your application is approved.

10) PREPARE FOR EXAMS (AUG-SEP 2023)*

- Enroll yourself in online [LPE preparation courses](#) offered free of charge in all UN official languages.
- [Watch video](#) for more information.
- UNV is unable to cover fees for additional in-person / online language courses.

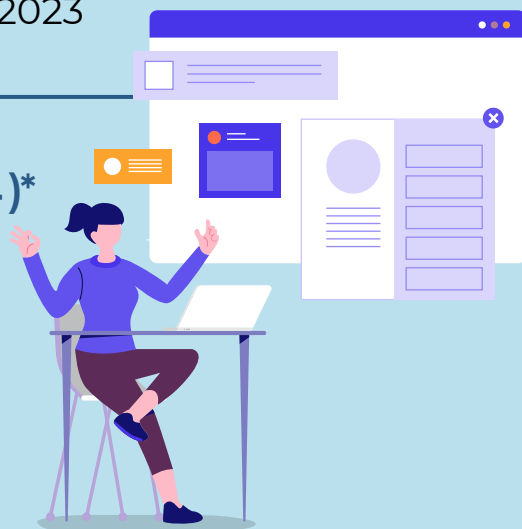


11) TAKE YOUR EXAMS ONLINE (OCT 2023)

- English: Wed, Oct 4, 2023
- Chinese: Wed, Oct 11, 2023
- Spanish: Wed, Oct 11, 2023
- French: Wed, Oct 18, 2023
- Arabic: Wed, Oct 25, 2023
- Russian: Wed, Oct 25, 2023

12) GET YOUR RESULT (MAR-APR 2024)*

*Dates are tentative. Keep checking [HR Portal](#) for updates and your in-box for the final result.



ACCESS RELEVANT GUIDES, VIDEOS AND TEMPLATES



- [Eligibility Criteria](#)
- [How to register for LPE as UN Volunteers](#)
- [Video tutorial for UN Volunteers applicants](#)
- [Certification of Language Use at Work](#)
- [Letter for Extension of Contract](#)
- [Preparation Courses for the Language Proficiency Examination](#)
- [Video on Preparation Courses for the Language Proficiency Examination](#)
- [How to check your application status](#)
- [Application status information](#)

REVIEW FAQs ON

- [eCampus](#)
- and [HR Portal](#)

You will most likely find answers before you send your queries.



GOT QUESTIONS?

- For UNV-specific information, reach out through the [eCampus contact form](#) with the subject "UN Volunteer learning - LPE".
- For technical support, contact unlpeny@un.org.
- Stay connected, stay informed! Keep your email updated on Inspira and check your in-box and LPE website regularly.

