



The following instructions are provided to guide you in completing the education section of your application in Inspira. Carefully read and follow the instructions.

### Scenario 1 – Institutions listed in Academic Degrees Database

1. In the education section of your application, type in the exact title of your degree in the original language appearing on the diploma.
2. Type in the title of your degree in English or French. If the original language of the title is in English or French, just repeat it. In cases when the original title is in another language, please provide English or French translation.
3. Mark “Yes” if you have already obtained the degree; otherwise click on “No.”
4. Select the start and end date of your study.
5. As shown in the example below, please make sure to select “University/Tertiary” in the field “Type of Institution.”
6. Choose the country where the university is located.
7. Mark “Yes” if you attended this university in the same country; otherwise click “No.”
8. Manually type the name of city where you studied to obtain the degree. Make sure the name of “Country” and the name of “City where attended” match the information contained in your diploma.

\*Exact Title in original Language:

\*Title of the degree/diploma in English or French language e.g. Bachelor in Law:

\*Degree/Diploma obtained:  Yes  No

\*Attended: From:  To:

\*Type of Institution:

\*Country:

\*Attended in the same country?  Yes  No

\*City where attended:

9. Click on the “Name of Institution” look up icon as highlighted below.

\*Type of Institution:

\*Country:

\*Attended in the same country?  Yes  No

\*City where attended:

\*Name of Institution:  

10. A look up window will appear. Please click on the “Advanced Lookup” link.

**Look Up**

Search by:  begins with

11. From the “Long Description” drop-down menu, select the option “contains”.

**Look Up** ✕

Organization Hierarchy Code

Long Description

[Basic Lookup](#)

12. In the “Long Description” field, enter any word contained in the name of the institution. Click the “Look Up” button. The search results will include all institutions containing the



indicated word. Some institution names may appear as pronounced in the original language, romanized in English.

13. You may also click the “Look Up” button without writing any words in any of the fields. This way, you will see the entire list of institutions in the country of your choice, and may select the institution you attended. Some institution names may appear as pronounced in the original language, romanized in English.

14. If you selected the name of the institution from the available list of institutions in the Academic Degrees Database, the “Degree/Diploma” field will show as an auto-populated drop-down menu based on the available diplomas/degrees offered by the institution. Please select the degree you obtained.
15. Save and submit your application.



## Scenario 2 – Institution is listed in the Academic Degrees Database but the degree is not

1. If you found the institution you attended, but your degree is not in the drop-down list, it means your degree may possibly not be recognized by the UN. In these cases, please confirm that the institution is accredited to issue the degree by the competent national authority, through the institution, ministries of education or other legitimate accrediting bodies as well as publicly available information. If you believe the institution is accredited to issue the degree, submit your application taking the steps below.
2. Select "University/Tertiary" in the field of "Type of Institution."
3. Select the country where the institution is located.
4. Select "Yes" or "No" for whether you studied in the same country.
5. Manually type in the name of city in the field of "City where attended."
6. Select "Other/I cannot find my school" in the "Name of Institution" field and hit Tab. You will then need to choose one of three options, as shown in the screenshot below.
  - **Option 1:** If you have received a confirmation from the United Nations that your degree has been recognized at certain level, please choose option 1 and attach a copy of the decision in the "Cover letter & Attachments" tab.
  - **Option 2:** if you believe the institution is accredited to issue the degree, choose option 2. However, please note that you will be required to provide further information or documentation regarding the accreditation of your institution or degree by the competent national authority. This may occur at any stage of the recruitment process.
  - **Option 3:** this option is only applicable to internal candidates who hold permanent, continuing or fixed-term appointments with the UN Secretariat. For further information, please refer to ST/AI/2018/5.

\*Type of Institution: University/Tertiary

\*Country: Afghanistan

\*Attended in the same country?  Yes  No

\*City where attended: KABUL

\*Name of Institution: Other/I cannot find my school

- I cannot find my university or degree but the UN has recognized my degree at the level I have specified in this application (Attach a copy of the decision in the "Cover letter & Attachments" tab).
- I cannot find my university or degree but I certify that (1) this degree was conferred by an institution which was accredited to issue such a degree by the competent national authorities of the country where the institution was based; and that (2) at the time of its conferral, this degree was recognized as being at the level I have specified in this application by the competent national authorities of the country where the degree issuing institution was based.
- This degree is pending accreditation review pursuant to sections 4.2 to 4.5 of ST/AI/2018/5 on listing and recognition of academic degrees.

7. The "Please enter name of institution" field will appear. Please manually type the name of institution you attended.



\*Type of Institution: University/Tertiary  
\*Country: Afghanistan  
\*Attended in the same country?  Yes  No  
\*City where attended: KABUL  
\*Name of Institution: Other/I cannot find my school  
\*Please enter name of institution:

8. In the field of “Degree/Diploma,” please choose from the drop-down menu the degree level.

\*Type of Institution: University/Tertiary  
\*Country: Afghanistan  
\*Attended in the same country?  Yes  No  
\*City where attended: KABUL  
\*Name of Institution: Other/I cannot find my school  
\*Please enter name of institution:  
Institution Web Site:  
\*Degree/Diploma: Bachelor's Degree, Certificate/Diploma, Doctor's Degree, Master's Degree  
\*Main Course of Study:  
\*Field of Study:  
Specialization:

9. Save and submit your application.

### Scenario 3 – Institutions not listed in the Academic Degrees Database

1. If you cannot find the institution that issued your degree from the Academic Degrees Database, it means your institution may possibly not be recognized by the UN. In these cases, please confirm that the institution is accredited and specifically that it is accredited to issue the degree by the competent national authority, through the institution, ministries of education or other legitimate accrediting bodies as well as publicly available information. If you believe the institution is accredited to issue the degree, submit your application taking the steps below.
2. Select “University/Tertiary” in the field of “Type of Institution.”
3. Select the country where the institution is located.
4. Select “Yes” or “No” for whether you studied in the same country.
5. Manually type in the name of city in the field of “City where attended.”
6. Select “Other/I cannot find my school” in the “Name of Institution” field and hit Tab. You will then need to choose one of three options, as shown in the screenshot below.
  - **Option 1:** If you have received a confirmation from the United Nations that your degree has been recognized at certain level, please choose option 1 and attach a copy of the decision in the “Cover letter & Attachments” tab.
  - **Option 2:** if you believe the institution is accredited to issue the degree, choose option 2. However, please note that you will be required to provide further information or documentation regarding the accreditation of your institution or degree by the competent national authority. This may occur at any stage of the recruitment process.



- **Option 3:** this option is only applicable to internal candidates who hold permanent, continuing or fixed-term appointments with the UN Secretariat. For further information, please refer to ST/AI/2018/5.

7. The "Please enter name of institution" field will appear. Please manually type the name of institution you attended.

*Type of Institution:	University/Tertiary
*Country:	Afghanistan
*Attended in the same country?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*City where attended:	KABUL
*Name of Institution:	Other/I cannot find my school
*Please enter name of institution:	

8. In the field of "Degree/Diploma," please choose from the drop-down menu the degree level.

*Type of Institution:	University/Tertiary
*Country:	Afghanistan
*Attended in the same country?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*City where attended:	KABUL
*Name of Institution:	Other/I cannot find my school
*Please enter name of institution:	
Institution Web Site:	
*Degree/Diploma	
*Main Course of Study:	Bachelor's Degree Certificate/Diploma Doctor's Degree Master's Degree
*Field of Study:	
Specialization:	

9. Save and submit your application.