Registration procedures for Language & Communications Programmes at the United Nations for individuals other than staff members

As a spouse or partner you are now eligible to participate in Language & Communications Skills courses at United Nations

Starting December 2017, if you are a recognized spouse or partner of a United Nations staff member or delegate of a Permanent or Observer Mission to the United Nations, you are now eligible as a paying student to register for and attend language and communication skills courses offered by the United Nations Language & Communications Programme in New York.

- To be recognized as a spouse or partner of United Nations staff, you must be included in the staff member’s Personnel Action (PA) as a spouse or partner.

- As a spouse or partner of United Nations agency staff, it is a requirement that you are a member of New York Local Expatriate Spouse Association (NYLESA).

- As a spouse or partner of a delegate of a Permanent or Observer Mission to the United Nations, it is a requirement that you are registered as a spouse or partner with the Permanent or Observer Mission.

How to register for a language course

1. **Register for an account** with our online course registration system. [Find instructions for ‘Step 1’ and ‘Step 2’ here.](#)
   - Step 1: Register for an account with [elearning.un.org](http://elearning.un.org)
   - Step 2: Request access to see our courses.

2. **Choose course(s) and pay**
   a. [Take a Placement Test](#) (if needed) to determine your language level and courses suitable for your need.
   b. [Review the course brochure(s)](#) – for Arabic, Chinese, English, French, Russian and/or Spanish - to decide on courses (up to 2 or 3) that you would like to take during the upcoming 12-week term.
   c. **Pay the cost per course** at the Cashier’s Office located on the 20th floor of the Secretariat Building (from 10.00 a.m. to 3.30 p.m. Mon-Fri). They only accept cash or cheques payable to the United Nations. Please indicate on the cheque that it is for payment of language tuition.

3. **Register for a course**
   a. Prepare electronic copies (.pdf, .jpg, or .gif) of these two documents:
b. In the registration guideline, please continue with the "Step 4" instructions to registering for a course. You will need to do this for each course you would like to attend.

c. Wait for an e-mail confirmation from our team to confirm your successful enrolment in a course based on your placement test results. This may take 2-3 weeks depending on the time of your registration and your placement test.

To access the Language and Communication Skills courses, it is a requirement that you have a valid United Nations grounds pass providing access to the United Nations Secretariat Building throughout the duration of the course.

How to obtain a United Nations grounds pass

- If you are a spouse or partner of a delegate of a Permanent or Observer Mission to the United Nations, you should acquire the grounds pass via your Permanent or Observer Mission to the United Nations, using the United Nations ground pass form (SG.32)

- If you are a spouse or partner of a United Nations staff member, you have two options:
  - Become a member of NYLES, a spouse association that can help you get a United Nations grounds pass. For more information, contact reachus@nylesa.org;
  - Complete and have your spouse or partner’s Executive Office sign the grounds pass form (SSS.143B) and bring it to the Pass and ID office, 320 E. 45th St., 9:00 a.m. – 4:00 p.m. (Mon-Fri). Please note that this option requires you to include a valid course registration.

Questions?
Visit our registration Help Desk as noted here:
https://hr.un.org/language-programmes-unhq or send us an email languages@un.org

For more info as a spouse of a delegate please visit:
https://protocol.un.org/dgacm/pls/site.nsf/Registration.xsp
and follow the process described protocol and liaison office