



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
 - 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:

- Your United Nations grounds pass OR your grounds pass form;
 - Your receipt from the United Nations Cashier's office for cost of the course(s).
- 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.

Questions?

Visit our registration Help Desk as noted here:

<https://hr.un.org/language-programmes-unhq> or send us an email languages@un.org

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 NYLESA, a spouse association that can help you get a United Nations grounds pass. For more information, contact reachus@nylesa.org;
 - OR
 - 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.

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