Reference: Eligibility to take the UN Language Proficiency Examination: Certification of “use of language on regular basis for work”

With reference to ST/AI/1999/2, paragraphs 3.1 and 3.2, and the associated detailed eligibility requirements posted on the UN LPE website (www.un.org/exam/lpe), UN staff members who are admitted to participate in the UNLPE because they use the language being tested “on regular basis for work”, must demonstrate they have the “knowledge equivalent” to that of the highest level of the United Nations Secretariat language course in the subject language. (The LPE examination is NOT intended for staff members who simply work in an office environment where they are exposed to the language.)

Thus, as of 2015 LPE, staff members who register for the LPE on the basis that they “use the language on a regular basis for work”, must have their direct supervisor and Head of Office complete the verification form below, and attach it to their application in inspira:

Date: ____/ ____/ ____

Dear LPE Administrator,

I, _____________________________________, the direct supervisor of __________________________________________________, hereby certify that this LPE applicant actively uses the _________________________ language in his/her daily work, as indicated below:

• Drafts written correspondence on a regular basis such as letters, memos and e-mail messages
• Regularly liaises verbally with internal and external counterparts
  • on telephone and/or video conferences
  • in meetings and in the office setting
• Other: _________________________________

Sincerely yours,

____________________________  _____________________ ________________
Name of Supervisor  Signature

____________________________  _____________________ ________________
Name of Head of Office  Signature

Note: This letter must be signed by the Supervisor and Head of Office to be valid.