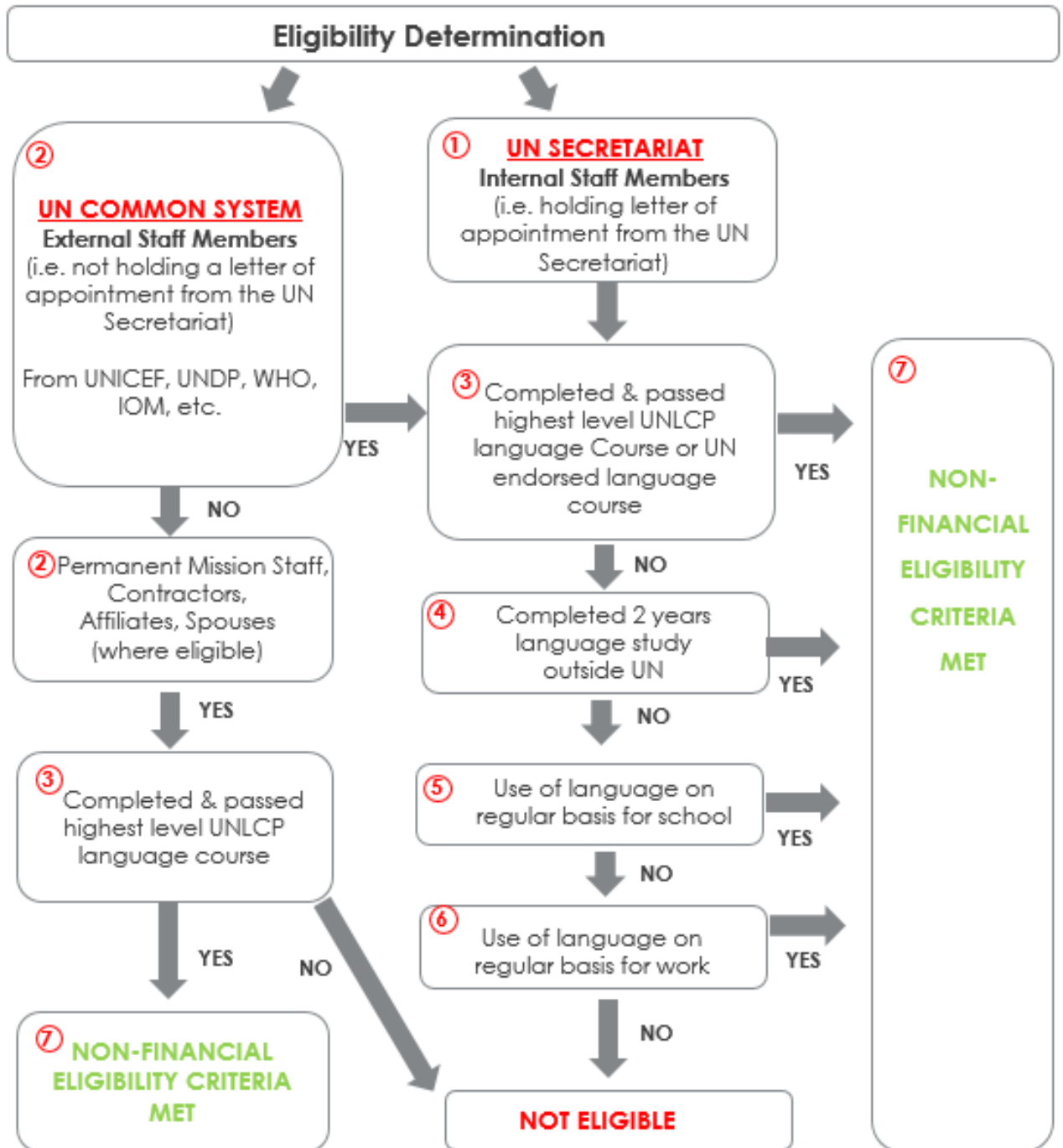


# Language Proficiency Examination

## Eligibility Determination

The eligibility criteria for the United Nations language proficiency examination (LPE) is stipulated by ST/AI/2016/9. Please follow the steps below to determine your eligibility. Further explanation and the verification documents required for each step are outlined in the notes below.



## **Notes:**

### **① UN SECRETARIAT (Internal staff members)**

In accordance with the scope and purpose of the Staff Regulations of the United Nations, the term “United Nations Secretariat”, “staff members” or “staff” refers to all the staff members of the United Nations Secretariat, within the meaning of Article 97 of the Charter of the United Nations, whose employment and contractual relationship are defined by a letter of appointment subject to regulations promulgated by the General Assembly pursuant to Article 101, paragraph 1, of the Charter.

### **② UN COMMON SYSTEM (Externals)**

#### **Staff Members, Contractors, Affiliates, Spouses (where eligible)**

The LPE is intended for staff members of the United Nations Secretariat at no cost. The examination is however open to other individuals who were admitted to participate in United Nations (UNLCP) language courses, after they have completed the highest level of that course. This includes staff members of the United Nations common system (non-UN Secretariat) on a cost recovery basis.

The United Nations common system consists of the United Nations Secretariat, its subsidiary organs (including the separately-administered funds and programmes), the specialized agencies, and affiliated entities.<sup>1</sup> The participating United Nations system entities may vary each year. Participating entities are those which have agreed to the cost recovery mechanism. Please go to <https://hr.un.org/page/language-proficiency-examination-lpe> for the list of participating non-UN Secretariat entities for the current examination year.

### **① ②**

(a) During registration, applicants are required to upload a document to prove their employment status with a specific UN system entity. The supporting document(s) should state the applicant’s name (which should match the name in Inspira – Inspira is the online UN LPE application system), type of appointment, entity issuing the appointment and expiry date of appointment (which must be beyond the date of the LPE written examination).

Below is a list of examples of valid proof of employment status that should be submitted during registration, along with a valid United Nations grounds pass:

- *UN Secretariat staff member:* A valid Letter of Appointment or Personnel Action
- *Staff employed by UN Specialized Agency/Fund/Programme:* A valid Letter of Appointment or Contract
- *Permanent Mission staff member* - Contract or UN ground pass
- *Spouse/Dependent of staff member:* Staff member’s valid Letter of Appointment or Personnel Action AND proof of relationship
- *Retiree:* Retiree UN ID
- *Affiliate of an UN Entity:* Contract stating current employment with a company which is contracted by an UN entity.

(b) If an applicant has an appointment that expires prior to the date of the LPE written examination, a letter from the Executive Officer, or the head of administration at offices away from Headquarters and field duty stations, expressing the intent to extend the contract beyond the written exam date is required.

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<sup>1</sup> [www.unsystem.org](http://www.unsystem.org)

### ③ Completion of UNLCP highest course or endorsed equivalent

(a) Applicants must have completed and passed the final exam of the language course at the highest level of the United Nations Language & Communications Program (UNLCP) **at the time of registration**.

(b) In the absence of a UNLCP at the applicant's duty station, the applicant must have completed and passed the highest level of language course endorsed by the duty station. A language course is considered UN-endorsed if the duty station recognises that the course meets the standards, requirements and objectives set out by the Organization. The Local Administrator has the responsibility and delegated authority of determining whether a language course is endorsed by his/her duty station. For instance, at a mission duty station where there is limited staff development budget to set up UNLCP, a local public language school may be recognized by the mission; at an European duty station where language courses are aligned to the Common European Framework of Reference (CEFR), Level B2 and above, and are widely available, the duty station may endorse these courses in the absence of a UNLCP.

(c) During registration, applicants are required to upload a certificate or document which states their name (which must match the name in Inspira), the language and date of completion of a language programme. Only UNLCP applicants whose programme does not issue certificates are exempt from providing a certificate, but applicants should provide some documentation of course completion. In which case, applicant should explain the circumstances in the registration comment box.

### ④⑤ Study of the language or regular use in school

For those otherwise eligible who have not fulfilled the criteria under No. 3 above (Completion of the UNLCP course or endorsed equivalent), language knowledge possessed must be equivalent to that achieved at the highest level of the UNLCP, under No. 4 and No. 5 below (unless the applicant meets the criteria under No 6). Local Administrators at each Test Site should use their respective knowledge of the local education system and available language course providers to determine whether the UNLCP-equivalent level of language knowledge was achieved either after two years of study outside the UN or during school attendance.

### ④ Study of the language outside UN

(a) The two years of language study outside UN cannot be acquired from UNLCP or a UN endorsed language course covered by step ③ above.

(b) During registration, applicants are required to upload a document (certificate, transcript) which states their name (which must match the name in Inspira), the language and duration of the language course. This document must enable the Local Administrator to determine if the language knowledge achieved during the two years of study outside the UN is equivalent to (or exceeds) the level to the highest level of the UNLCP language course

### ⑤ Regular use in school

During registration, applicants are required to upload the school curriculum or certificate which states their name (which must match the name in Inspira), the name of the school, the language of instruction, and dates of school attendance. This document must enable the Local Administrator to determine if the language knowledge achieved during regular use in school is equivalent to (or exceeds) the level of the highest level of the UNLCP language course.

## ⑥ Use of language on a regular basis for work

Eligible applicants who do not meet the criteria under Nos. 3, 4, or 5 above may demonstrate that they currently use the language on a regular basis for work. If the LPE language that the applicant is applying for is a language the applicant currently works in, the applicant must provide supporting documentation in the form of a letter, signed by both the applicant's immediate work supervisor and Head of Office, stating the language is used by the applicant on a regular basis at work. For a template of the subject letter, please go to <https://hr.un.org/page/language-proficiency-examination-lpe>.

## ⑦ Eligibility established

Internal staff members of United Nations Secretariat (UNS) will be invited to the LPE if all non-financial eligibility criteria are fulfilled.

External applicants (i.e. non-UN Secretariat staff members), from fee-paying UN common system entities/organisations, who fulfilled all non-financial eligibility criteria, will be invited to the LPE **only after their parent UN organization has endorsed payment of their LPE registration fee** to the UN Secretariat. The Special Assessments Section (SAS)/DOS will obtain financial endorsement of the LPE registration fee at Headquarter level.

Applicants who have questions regarding **non-financial eligibility** or **required supporting documents** should contact their Local Administrator. The list of Local Administrators and their contact details is posted on the LPE website, <https://hr.un.org/page/language-proficiency-examination-lpe>. Local Administrators will contact SAS/DOS if necessary.

Applicants who have questions regarding **financial eligibility** should contact their parent organization or parent office. Please note that some agencies do not financially endorse participation of certain categories of staff. Please check with your parent organization.

For FAQs regarding the LPE, please visit our LPE website at: <https://hr.un.org/page/language-proficiency-examination-lpe>. They are located at the bottom of the timeline.