



United Nations  
Educational, Scientific and  
Cultural Organization



## SCP Online Application Instructions

**NOTE:** Applications to IIEP's training programs, including SCP, **must** be completed online, and supporting documents must be uploaded in the appropriate sections of your application. **DO NOT SEND SUPPORTING DOCUMENTS BY EMAIL.** (If you have already provided us with diplomas, passport page, etc. in a previous application, you do not have to submit these again. You must however submit a new Authorization Form for each new IIEP application.)

Click here [to access IIEP's new training management system for the FIRST time.](#)

**If you have any difficulties or questions regarding IIEP's new online training system, please send a message to [tep@iiep.unesco.org](mailto:tep@iiep.unesco.org)**

To complete the application, you will fill in a sequence of online forms. Each form includes **mandatory** fields and optional fields. You will only be able to "validate" or "save" each form once you have completed the mandatory fields.

1. If you have NEVER previously applied online and been admitted to an IIEP training program, fill in the personal information requested on the first page you see, then click the **Save my entries** button, and then click **Next** to continue with the following forms.
2. If you HAVE been admitted to an IIEP training program previously, you may access your existing IIEP training account (using the email address that you used to apply previously), and update the personal, employment, previous training and competency information you submitted previously. To access your previous information, simply click the "**I already have an account: Authenticate me**" button at the bottom of the first page you see when you access the online training system. Then follow the instructions on the next page, and you will soon receive your new password to access the system.

Apply for a programme/course (Create an account) - page 1 of 9

If you have already applied for a course/program at IIEP, please click the "I already have an account: Authenticate me" button at the BOTTOM of the screen.

Personal information (page 1 of 9)

Title / Salutation

Family name / Surname / Last name \*

First name(s) / Given name(s) \*

Name for official purposes

Gender \*

Save my entries Cancel I already have an account: authenticate me

Click here if you have previously applied online for an IIEP training program.

However, each new training program application requires some new information from you.



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You do not need to complete the whole application at once. If you log out of the IIEP TMIS system during the application process, you can continue to fill in the application the next time you log in.

When you access the online system the first time, you will be sent an email message containing your new **password** for the system. (Feel free to change the password to something easier to remember, by clicking the “**Change my password**” item in the left-hand navigation menu.)

**Please take care to enter all information completely and correctly in all the online forms. Your application information will become part of your permanent profile in your IIEP “training space”.**

### **Required Information and Documents for SCP Applications**

The SCP online application requires you to provide information on:

- Personal contact details (if you do not already have an IIEP TMIS account)
- Your current and previous jobs
- Previous university and other relevant training
- Financing: how you plan to pay for the program
- Your level of competency in the program language, and with required IT tools
- Your motivation for completing this training

You will also be required to upload the following **mandatory** documents (please get these get scanned copies ready **BEFORE** you start the online application – it will make the application easier):

1. The **Authorization of Participation** from your employer, duly completed and signed/stamped.
  - You can download this form from the same place you downloaded these instructions.
2. A scanned copy of the “name and date” page of your **passport**.
3. A scanned copy of a passport size **photo**.
4. University **diplomas** or degrees and other training **certificates**;
5. A **language certificate**, if your first language is neither English nor French;

At the end of your online application, you will need to certify that all statements you made are true.

### **Selection of SCP Courses**

When you complete your online SCP application, you will be required to make a preliminary choice from among six (6) courses that are available in the Spring of 2019. (If necessary, you can change your course choices later, subject to space and availability of course).

These courses will be delivered in Paris in two parallel streams of three (3) courses.

Therefore, you can apply for one, two or three courses, but of course, you must NOT choose courses that are delivered in parallel, during the same two-week period.



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### **What happens after submission?**

Once your application is reviewed, you will be notified of the outcome by email. Candidates from government organizations may be notified through the UNESCO National Commission of their country.

Successful candidates must confirm their intention to attend the programme, and inform IIEP of the steps taken to secure a grant. They must also submit a medical report to IIEP for transmission to the UNESCO Medical Service.

Candidates can only travel to Paris once fees have been paid and their medical files have been cleared by the UNESCO Medical Service.