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 of Participation Form** *for each new SCP application.)*

Click here [to access the *IIEP-Aurion* online admissions system for the FIRST time](#).

> *For further help information on IIEP-Aurion, please see* https://wikex.iiep.unesco.org/tmis/index
>
> *If you have any difficulties or questions on IIEP-Aurion, please email us:* 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 nor 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. (You will also receive an automatic email with an *IIEP-Aurion* password you can use the next time you use the system.)

2. If you HAVE been admitted to an IIEP training program previously, you may access your new *IIEP-Aurion* 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.

However, <u>each new training program application requires some new information from you</u>.

You do not need to complete the whole application at once. If you log out of the *IIEP-Aurion* 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 file in the *IIEP-Aurion* database.

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-Aurion* 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 (<u>please get these get scanned copies ready **BEFORE** you start the online application – it will make the application easier</u>):

1. The **Authorization of Participation** from your employer, duly completed and <u>signed/stamped</u>.
   - 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 2020. (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.

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.