ATP & ESP Online Application Instructions

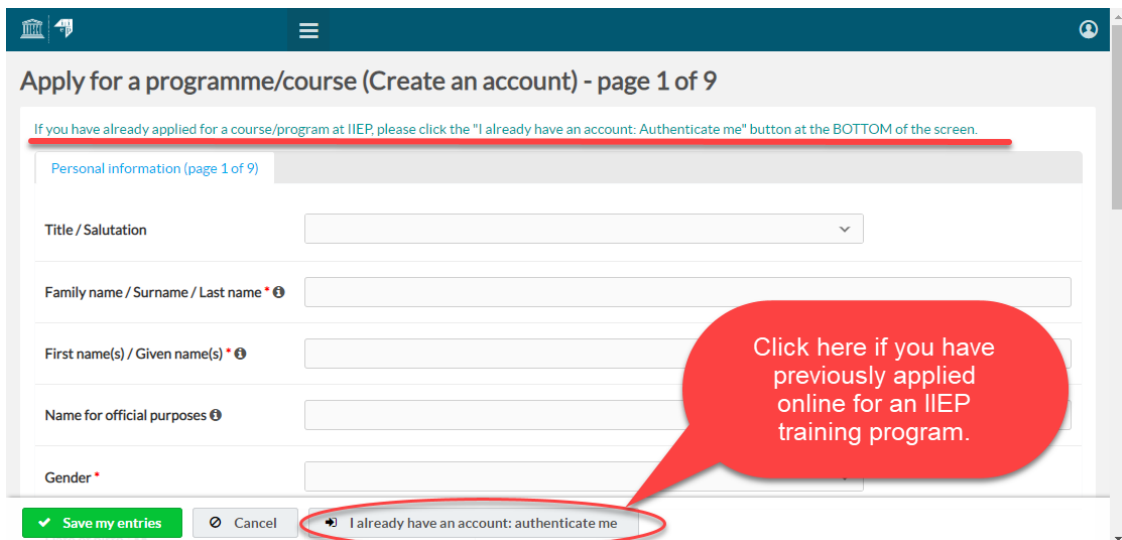***NOTE***: *Applications to IIEP's training programs, including ATP and ESP, **must** be completed <u>online</u>, and supporting documents must be uploaded in the appropriate sections of your application. <u>DO NOT SEND SUPPORTING DOCUMENTS BY EMAIL</u>. (If you have already provided us with diplomas, passport page, etc. in a previous application, you do not have to submit these again.*

Click here <u>to access the IIEP-Aurion admissions system for the FIRST time</u>.

*If you have any difficulties or questions regarding the IIEP-Aurion system,
please consult the <u>online documentation</u> or send a message to <u>tep@iiep.unesco.org</u>*

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. <u>If you have NEVER previously applied online nor been admitted to an IIEP training program</u>, fill in the personal information requested on the first page you see, then click the **Save my entries** button, and finally click **Next** to continue with the following forms.

2. <u>If you HAVE been admitted to an IIEP training program previously</u>, you may access your existing IIEP training account (using the email address that you used to apply previously), and <u>update</u> 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, each new training program application requires some new information from you.

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-Aurion* "dossier".

Required Information and Documents for ATP or ESP Applications

The ATP/ESP 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. A scanned copy of the "name and date" page of your **passport**.

2. A scanned copy of a passport size **photo**.

3. An **organizational chart** of your organization, showing where **you** work in the organization;

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.

> **Do your best to submit a COMPLETE application the first time.**
> **Otherwise, it will take longer for you to get a response from IIEP.**

What happens after submission?

If your application is complete, it will be assessed as quickly as possible and you will be notified of the outcome by email.

Successful candidates must then provide confirmation of their participation in the programme (signed by their employer), and provide IIEP with additional information about financing and payment, as applicable. **Final deadline for payment is 1 September, 2020**.

Candidates can only begin the Online Phase component of the ATP-ESP once fees have been paid.