

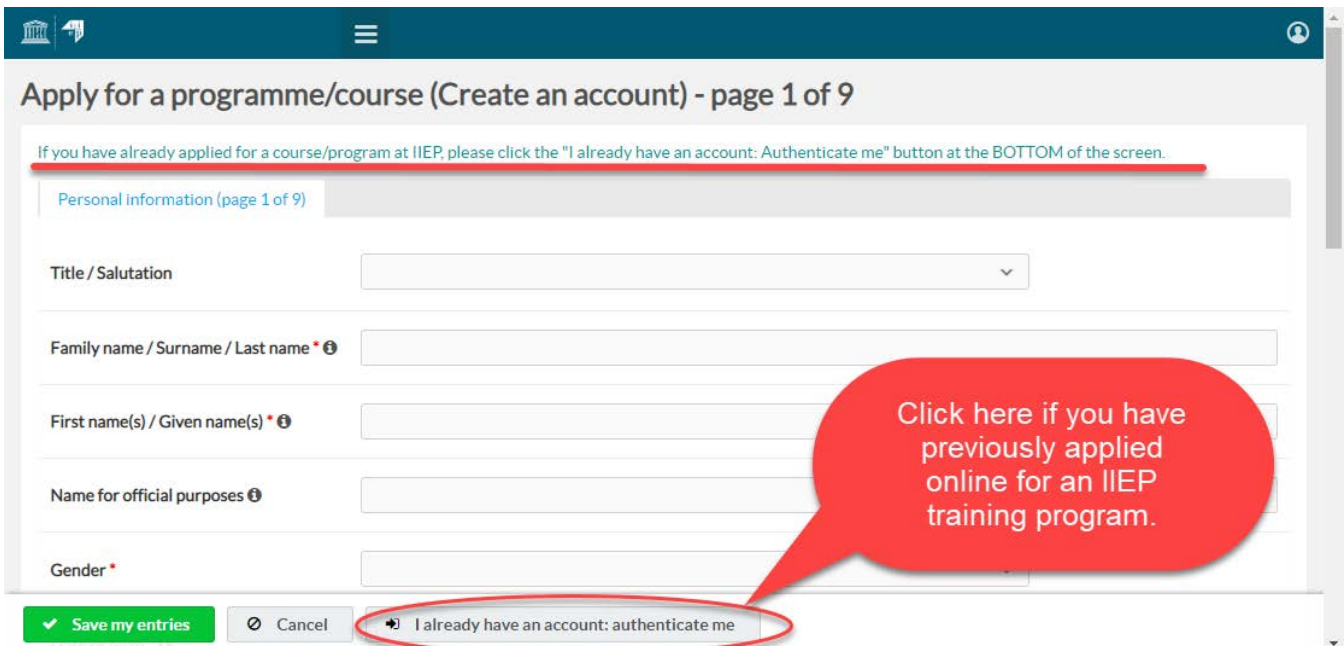
IIEP online course application instructions

NOTE: Applications to IIEP’s training programs, must be completed online by each participant. If you are already in our system, your information will need to be updated. See below for details.

If you have any difficulties or questions regarding the IIEP-Aurion system, please consult the [online documentation](#) or send a message to 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 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, click here [to access the IIEP-Aurion admissions system for the FIRST time](#). Fill in the personal information requested on the first page, then click the **Save my entries** button, and then click **Next** to continue with the following forms. You will automatically be sent an email with a link to obtain a password to use the next time you use the system.
2. If you have already been admitted to an IIEP training program, you can access your IIEP-Aurion training account (with the email address you used previously), and update your personal, employment, training and skills information. To access your information, simply click on the “**I already have an account: Authenticate me**” button at the bottom of the page.



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 *

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

It is much better to complete the whole application at once. If you log out of the IIEP-Aurion system during the application process, you can however 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 a link to obtain 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 the IIEP-Aurion database.

Required Information and Documents for online course applications

The online course application requires you to provide information on:

- **Apply for a program/course (Create an account)** page/form: provide your personal information details (if you do not already have an IIEP-Aurion account). If you already have an account, you can update these details by clicking on **My account**, then **My personal information** to access this same page.

Once you have made the choice of the online course you are applying for, from the list provided, you will fill in the following pages:

- **Application information** form: complete all required fields, including “How you heard about the training”; your “Motivation for taking the training”; etc.
- **My current job/position** form: carefully enter your job title, job type, employing organization, direct supervisor, etc.
For the end date of your current job, please enter a date in the future (e.g., 01/01/2030).
- **Previous university and other training** form: your most recent university training, and any other relevant training you wish to add.
- **My personal documents** form: A scanned copy of the name page of your passport or national ID.

**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?

Once your application is received and reviewed, you will be notified of the outcome by email by IIEP, or by the course coordinator.