

2025 LPE - Process and Timeline

March 2025 Announcement of the 2024 LPE results in all six official languages.

March 2025 Announcement of participating LPE Screening Centres (LPESCs) and fee-paying entities. Those may change from year to year depending on local needs and available resources. The Special Assessment Section (SAS) will collect participation requests from LPESCs and nominations of Financial Focal Points from fee-paying entities by no later than 17 February 2025. The role of the LPESCs is solely to screen applications, ALL exams are online.

- [List of participating LPESCs - 2025](#)

If you do not see your duty station in the list, please select the nearest duty station to you when you enroll in the 2025 LPE in Inspira.

- [List of 2025 LPE UN Entities](#) 2025

*Applicants from paying entities should check with their Organization about the fee recovery policy before registering for the LPE, as some Organizations deduct the LPE fees from applicants' salaries.

April - May 2025 2. Applicants should determine their eligibility, prepare supporting documents and update their Inspira profile

Policies and Guidelines

- [Policies and Guidelines](#)
- The 2025 LPE will be administered in accordance with the new Administrative Instruction on Language Proficiency and Language Allowance [ST/AI/2021/1](#) and will be in line with the new United Nations Language Framework (UNLF). See the "LPE EXAM FORMAT" Section below for more details about the new exam format.
- *Please note that it was decided by the General Assembly in [A/RES/70/244](#) para. 22 to discontinue the practice of granting accelerated step increments for staff members in the professional category, including accelerated increments granted after staff members have established proficiency in a second language. Please note that UNLPE or local LPE Administrators are not in a position to answer any queries on this topic.

The LPE eligibility criteria document is accessible through the link below.

- [Eligibility criteria 2024](#)
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Applicants who are eligible based on "the use of language on a regular basis for work" criteria must attach the verification letter form signed* by their Supervisor and Head of Office to their application in Inspira

- [Certification of Language Use at Work](#)

Applicants with appointments that expire prior to the date of the LPE examination are asked to attach 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 to their application in Inspira.

- [Letter for Extension of Contract](#)

Note: * We accept electronic signatures for forms and letters. To sign a form/letter electronically, the concerned officials must save the Word form in a PDF file and use the "Fill and Sign" feature of Adobe Acrobat Reader to add their electronic signature. When uploading the signed form/letter in their application in Inspira, the candidate must include the copy of email from the concerned official forwarding the signed form/letter.

Applicants should determine their eligibility and prepare required supporting documents ahead of the registration period. Any questions applicants might have should be addressed to the corresponding LPESC's Local Administrator.

**2-20 June
2025**

3. Applicant registration period

It is the applicant's responsibility to submit a completed and accurate application in [Inspira](#) by the specified deadline, while ensuring to selecting their duty station as the LPESC. If the specific duty station is not listed, applicants should choose the nearest option. Once an application is successfully submitted in Inspira, the applicant will receive an email confirming their LPE registration. It is the candidate's responsibility to ensure their email contact information in Inspira is correct, in order to ensure proper communication. For further information regarding UNV and WHO Staff please read the FAQs (Item Nos. 12 and 13) at the bottom of the page.

PDF guides for applicants

- [How to register for the LPE \(Internal applicants\)](#) ► [Video tutorial for internal applicants](#)
- [How to register for the LPE \(External applicants\)](#) ► [Video tutorial for external applicants](#)
- [How to register for LPE as WHO Staff](#) ► [Video tutorial for WHO applicants](#)
- [How to register for LPE as UN Volunteers](#) ► [Video tutorial for UN Volunteers applicants](#)
- [How to create an account in Inspira \(External applicants\)](#)
- [How to register for learning \(External applicants\)](#)
- [How to retrieve a saved application \(All applicants\)](#)
- [Application status information \(All applicants\)](#)
- [How to check for updates on status of your application \(All applicants\)](#)
- [How to cancel your enrollment \(All applicants\)](#)



Special Needs Procedure

Individual cases of candidates in need of a special accommodation will be reviewed by the Board. The candidate must follow the accommodation request procedure (click [here](#) for details) and submit the request to unlpeny@un.org by the enrollment registration deadline.

**June – July
2025**

4. Screening of applications by Local Administrators (applicants should monitor their email messages)

The Local Administrator at each LPESC will screen the applications according to the eligibility criteria. Local Administrators might contact applicants anytime during this period to request further information or documentation. If so, it is the applicant's responsibility to upload the requested supporting documents within this screening period and resubmit their application in Inspira. Applicants should check their Inspira status and email regularly for communication regarding the status of their application.

**7 - 11 July
2025**

5. Final chance for applicants to respond to pushed-back applications, if applicable

During this period, no new applications can be accepted. This is the final opportunity for applicants with existing applications (that have been pushed back by the Local Administrator) to upload the requested additional supporting documents and resubmit their applications, so screening can be finalized by the Local Administrator. If an applicant fails to provide the additional documents within this period, their applications will be rejected.

**14 - 16 July
2025**

6. Final screening of pushed-back applications by Local Administrators

(tentative)

The Local Administrator will screen all pending applications, either accepting those that meet the eligibility requirements, or rejecting those that do not fulfill the eligibility requirements or lack supporting documents.

The last enrollment drop date for candidates is 4 August 2025

**July - August
2025**

7. Endorsement of registration fee by fee-paying entities

Staff members belonging to paying-entities whose applications met the non-financial eligibility criteria will be reviewed by their respective Financial Focal Points for endorsement consideration. Only applicants whose applications are endorsed (i.e., their parent Organization agrees to pay the LPE registration fee), will be convoked to take the exam. Financial focal points might contact applicants during this period to request for further information. Applicants should check their Inspira status and email regularly.

**After August
2025**

8. Checking final convocation/rejection status in Inspira

- [How to check your application status](#)
 - [Application status information](#)
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The final application status will be available by this date. Only convoked candidates will be allowed to take the examination.

Convocation letters will be sent out to applicants by email through Inspira.

**Before
September
2025**

9. Exam Preparation

The LPE is an online administered exam containing the following Parts: 1) Receptive activities: Listening; 2) Receptive activities: Reading; 3) Written production and interaction; and 4) Spoken production and interaction. As candidates will be required to type their response in the composition part of the examination using a computer keyboard, it is highly recommended that candidates who are not used to typing in the target language start practicing typing in that language as early as possible. (To change your computer's keyboard layout, follow [this link](#) for Windows 10, or follow [this link](#) for Mac)

Self-paced LPE PREP COURSES with tutorials are available year-round in the Campus - [Supporting Multilingualism](#). These courses cover the exam scope and structure as well as test-taking strategies. To sign-up for the prep courses, follow this link - [prep courses sign-up for UNS staff](#). For non UNS staff (agencies, funds and programmes), please use this simple form to request access to enroll in the courses - [prep courses sign-up AFPs staff](#).

- [Video: Course Presentation \(En\)](#)
- [Vidéo: Présentation du cours \(Fr\)](#)

Once convoked for the LPE, candidates will also have access to take the practice exams in the online testing environment [here](#), by creating a new account and enrolling yourself in them.

- Candidates will be enrolled in the actual exam site approximately two weeks before the exam date.

October 2025

10. Administration of online exam

Wednesday, 1 October 2025

- English

Wednesday, 8 October 2025

- French

Wednesday, 15 October 2025

- Chinese
- Spanish

Wednesday, 22 October 2025

- Arabic



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- Russian

Times:

- English: 6 am - 3 pm NY time
 - French: 6 am – 2 pm NY time
 - Chinese: 6 am – 3 pm NY time
 - Spanish: 6 am – 3 pm NY time
 - Russian: 6 am – 3 pm NY time
 - Arabic: 6 am – 3 pm NY time
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March - April 2026 11. Announcement of results of the 2025 LPE

(tentative)

Throughout Applicants should regularly check their emails and LPE website for updates. It is the candidate's responsibility to ensure their email contact information in Inspira is correct, to ensure proper communication.
