Thank you for your interest in the **Young Professionals Programme (YPP)**. This document provides guidance on how to properly complete certain sections of the YPP application (it is NOT an exhaustive guide to the application process). Please visit the YPP home page on [https://careers.un.org](https://careers.un.org) for more information.

**Step 1:** Create an Online Application Account (create an Inspira account)

Visit [www.inspira.un.org](http://www.inspira.un.org) and click on “Register now”

Complete the External Applicant Registration information and click “Register”

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**Step 2:** Find the YPP Job Opening

**Step 3:** Read and Understand the Eligibility Requirements

**Step 4:** Begin Your Application

**Step 5:** Complete Your Application
Young Professionals Programme (YPP): Guidance on Properly Completing the Application

Step 2: Find the YPP Job Opening
- Use the “Job Search” function in Inspira to find the appropriate Job Opening
- Job Openings can also be found on [https://careers.un.org](https://careers.un.org)

Step 3: Read and Understand the Eligibility Requirements
- Basic eligibility requirements include: 1) nationality of a participating country, 2) fluency in either English or French, 3) age 32 or younger by end of the examination, and 4) relevant first-level university education.
- Carefully read the Education Requirements in the Job Opening to understand which Main Courses of Study are relevant for the Job Family Exam (see sample excerpt below).

### Education

At least a first-level university degree in one of the following areas:

Social & Behavioural Science; Mathematics & Statistics; Business & Administration (to be selected from the “Main Course of Study” dropdown menu)

Please also choose the field of study of your degree from the “Field of Study” dropdown menu that is closest to your degree, fill in the exact title in original language, and its translation in English or French.

Step 4: Begin Your Application

After you have determined you meet the eligibility requirements in the Job Opening, click

Step 5: Complete Your Application

- Enter relevant work experience by clicking “Add Work Experience” in the “Work Experience” section
- In the “Education” section, click on “Add Education Details” then select the relevant Main Course of Study
Step 5: Complete Your Application (continued)

- Click on the “Skills” tab, to add language proficiency. To be eligible for the YPP, it is important that you appropriately indicate **Fluent** in all four proficiency areas (see example below) for either English or French.

![Add Languages](image)

Finally, be sure to review and submit your application!