



CHANGE OF REGISTRATION
and/or CANCELLATION REQUEST FORM

(PLEASE PRINT CLEARLY)

Name	
Date	
Index No. For UN Staff Only	
Telephone No.	
E-Mail Address	

Course You Wish To Cancel:

Language			
Course Code			
Level		Hours	

Course You Wish To Change:

Language		TO	Language	
Course Code			Course Code	
Level			Level	
	Hours		Hours	

IMPORTANT – PLEASE READ CAREFULLY

REGULATIONS:

1. If you **cancel** a course, and wish to continue next term, you must re-register in the next registration period.
You will not be re-registered automatically.
2. If you skip two terms, you must take a placement examination in order to resume the language courses.

NOTIFICATION:

All **changes** will be processed as soon as possible. The Language Coordinator will notify you when your request is approved & processed. Until then, you should attend the class to which you were assigned.

Please Direct All Questions to:
languages@un.org