

Instructions for Applying for Media Accreditation  
e-Accreditation for media personnel

*Please review the instructions below. If you still have questions, please contact the Media Accreditation and Liaison Unit at [malu@un.org](mailto:malu@un.org) or 212-963-6934*

EACH APPLICANT MUST REGISTER WITH A DIFFERENT EMAIL -- TWO ACCOUNTS CANNOT SHARE THE SAME EMAIL.

AFTER SUBMITTING REQUEST, DO NOT HIT THE BACK BUTTON -- TO SUBMIT REQUEST FOR A NEW APPLICANT, GO TO: <https://malu-form.un.org/>

THE E-ACCREDITATION FORM MUST BE COMPLETED IN ENGLISH AND WITHOUT SPECIAL CHARACTERS. THE FORM TIMES OUT AFTER 30 MINUTES. PLEASE REFRESH THE PAGE BEFORE STARTING TO FILL OUT THE FORM. TOTAL SIZE OF FILES MUST NOT EXCEED 10 MB.

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Media accreditation is strictly reserved for members of the press (print, photo, radio, television, film, news agencies and online media) who represent a **bona fide media organization**.

Accreditation will only be given on proof of a track record of reporting for media organizations on international affairs. Media accreditation is not accorded to the information outlets of non-governmental organizations. Applications are considered on a case-by-case basis and the decisions of DPI are final.

To apply for media accreditation you must check box that you accept the [Guidelines](#) on media access at the United Nations.

**PERSONAL INFORMATION (1/7)**

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**All the fields of this section must match the passport presented when picking up the media accreditation.**

**First name**

**Middle name**

**Last name**

**Gender**

**Female / Male**

**Date of birth (day/month/year)**

**Place of birth**

**Passport country of issue:** *Must have a valid (non-expired) passport from a state recognised by the United Nations General Assembly. Passport must be presented when picking up the media accreditation.*

**Passport number**

**Copy of passport ID page:** Upload a scan of the passport page with picture, date of birth, etc.

**Do you have a media (I) visa, U.S. Permanent Resident (Green) Card or Employment Authorization Document?** Non-U.S. nationals must confirm their right to work in the Host Country as a journalist by providing a valid media (I) or worker visa, permanent residency card (Green Card) or Employment Authorization Document. The media or worker visa must be sponsored by the media organization requesting the accreditation. Journalists who wish to request a change of employer or information medium, must file Form I-539, Application to Extend/Change Non-immigrant Status. They will need to show the approval from U.S. authorities before changing their accreditation affiliation.

**Visa category:** Type of visa in your passport.

**Visa/USCIS number:** Personal identification number which is printed on Visa/Green Card/Work Authorization Document

**Copy of Visa/Green Card/EAD:** For non-U.S. nationals

**Phone (country-area code-number)**

**Mobile (country-area code-number)**

**e-Mail:** Necessary in order to log in to account and for communications from the U.N.

**Confirm e-Mail**

**PERMANENT ADDRESS (2/7)**

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\* Address in home country.

**Street**

**City**

**Postal / Zip code**

**Country**

**ADDRESS WHILE WORKING AT UN HEADQUARTERS (3/7)**

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\* Address in the New York area. It can only be the same as permanent address if you are U.S. based

**Street**

**City**

**Postal / Zip code**

**Country**

**PASS AND DOCUMENTATION (4/7)**

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**Type of accreditation requested:** See [here](#) for more information on accreditation types

**Ad-Hoc (temporary):** Visiting journalists who cover a specific event

**Correspondent (long-term):** Journalists requiring frequent access to the United Nations in New York

**Intern:** Interns who are active students need to provide a letter from their university supporting the internship or an I-20 form listing the internship. Non-US nationals who are not active students need to provide a work authorization document or work visa tied to the media organization.

**Assignment details:** *Those seeking temporary pass should list the reason access needed to UN headquarters*

**Start date:** *First day access to UN headquarters is required*

**End date:** *Last day access to UN headquarters is required*

**Proof of residency:** *Those seeking long-term pass must show that they are based in the New York area, for frequent access to UN Headquarters. For example, upload a driver's license or utility bill.*

**Letter of assignment:** *Request for U.N. accreditation on official letterhead of a media organization, signed by the Publisher, Editor-in-Chief, or Assignment Editor, along with their contact information (no self-nominations). It should be recent, and include the duration of the assignment and reach of the media (print circulation, radio/television audience and/or statistical number of hits for website entities). Please address the letter to the Media Accreditation Unit and upload it (in PDF format).*

[Sample letter for temporary request](#) and [Sample letter for long-term request](#)

**Work samples:** *First time and temporary pass applicants must submit at least two recent by-lined articles/reports/photos on international affairs. Long-term applicants who are renewing their accreditation must submit at least three by-lined articles/reports/photos from the United Nations during the last six months (eight samples for Resident Correspondents). You may upload work samples as scanned attachments or provide links to online coverage.*

**Work samples – attachments:** *It is mandatory to either upload scanned articles or provide links to online stories*

**Work samples – links:** *It is mandatory to either upload scanned articles or provide links to online stories*

## **MEDIA ORGANIZATION (5/7)**

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**Name of organization**

**Web site address:** *Providing a web site will help evaluate the request*

**Type of medium**

**News agency**

**TV**

**Photo**

**Online only**

**Daily paper**

**Radio**

**Periodical**

**Other**

**Your position:**

**Reporter**

**Producer**

**Technician**

**Correspondent**

**Editor**

**Photographer**

**Director**

**Cameraperson**

**Other**

**Supervisor name:**

**Supervisor phone (country-area code-number):**

**Supervisor e-Mail:**

**MEDIA ORGANIZATION ADDRESS (6/7)**

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**Headquarters street address:**

**Headquarters city:**

**Headquarters postal / zip code:**

**Headquarters country: Select from the menu**

**Local street address (if applicable):** *U.S. bureau if exists*

**Local city:**

**Local postal / zip code:**

**SUPPLEMENTAL PERSONAL INFORMATION (7/7)**

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*Required for Security*

**Photo for pass:** *Only for long-term and General Debate requests. Uploading a photo in advance is not required but could save time when picking up the pass. Photo must meet specifications provided [here](#).*

**Emergency contact - first name:**

**Emergency contact - last name:**

**Emergency contact – phone (country-area-number):**

**Note to Media Accreditation and Liaison Unit:** *Please write here any additional information relevant to the accreditation request*

**Would you like to receive e-mail updates from the Media Accreditation and Liaison Unit and select U.N. entities?** *Sign up for information on various topics from UN offices*

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