After the UN: Your First 72 Hours

Checked October 2026

A checklist for UN staff whose contract is ending. Tick each box when it is done. Rules differ by agency and country, so check with your HR and the official source.

Do these first

- [ ] **Get the decision in writing**
  Ask for the letter or email with the decision, its date and the reason. Your deadlines start on the day you are told.

- [ ] **Note your appeal deadline**
  UN Secretariat staff: ask for management evaluation within 60 calendar days (Staff Rule 11.2(c)). Other agencies have their own rules. Ask HR or your staff union now.

- [ ] **Ask HR for a written final pay estimate**
  Ask what you will get and when: last salary, unused annual leave (up to 60 days), any indemnity, travel, shipping and repatriation.

- [ ] **Run a pension estimate**
  Log in to UNJSPF Member Self-Service (MSS). Run an estimate for each option. You do not have to choose now. You have up to 36 months.

- [ ] **Save documents before your email is cut**
  Download payslips, contracts, evaluations, certificates and contacts. Ask HR for a certificate of service.

- [ ] **Book medical appointments while insured**
  See your doctor and get vital medicines before your cover changes. The change can take weeks.

- [ ] **Check your visa or residence deadline**
  US G-4: usually 30 days after your job ends. Swiss legitimation card: 2 months. Your family is affected too.

Then, step by step

- [ ] **Estimate now, decide within 36 months**
  Choose your pension option
  Under 5 years of service: a one-time withdrawal settlement. 5 years or more: a monthly pension later, or the settlement.

- [ ] **From age 55 or 58**
  Early or normal retirement
  Early retirement from 55 (joined the fund before 2014) or 58 (joined from 2014). Normal retirement at 60, 62 or 65.

☐ **Within 31 days**

Apply for after-service health insurance

It is not automatic. The deadline depends on your plan. A withdrawal settlement makes you ineligible.

☐ **Geneva: open until December 31, 2026**

UNSMIS bridging option, ages 50 to 54

Post abolished or agreed termination, and aged 50 to 54? Ask UNSMIS about the bridging mechanism.

☐ **Switzerland: within 3 months**

Swiss health insurance or exemption

Staying in Switzerland? Take Swiss basic insurance (LAMal), or ask for an exemption within 3 months if you keep UN cover.

☐ **US: within 30 days**

Sort out your G-4 visa

You usually have 30 days to leave the US or ask for a change of status. Your family's G-4 status depends on yours.

☐ **Switzerland: 2 months**

Legitimation card and residence

You have 2 months after your job ends. Retirees can ask for 3 months.

☐ **Claim within 2 years**

Repatriation grant

For internationally recruited staff with 5 or more years of qualifying service. Paid only after you move out of the duty station country.

☐ **Start within 2 years**

Ship your belongings

For internationally recruited staff with a 2-year appointment or 2 years of service. Check with your HR.

☐ **Deadline: 36 months**

Do not let the pension choice lapse

With 5 or more years, if you make no choice in 36 months, a deferred pension is chosen for you.

☐ **Before your first tax return**

Check your pension tax

Most countries tax the pension once you leave. Look up your country at aftertheun.com/pension-tax and ask a tax adviser.

Sources and more detail for every item: aftertheun.com/separation-checklist

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