# Application
# Guide 2026



25 YEARS
OF SHAPING A UNITED FUTURE

OLMUN 2026
25th International
Session

# Copyrights

Application Guide 2026 v1.1

**Editors**

| 2024 created by | Mika J. Niederheide |
|---|---|
| 2025 edited by | Jakob Jasper Eriksen, Sophia Patricia Bieling |
| **2026 edited by** | Mika J. Niederheide |

This document explains the application process of OLMUN 2026. If you have any further questions, please send an email to application@olmun.org.

# Contents

**Dear Delegates, MUN-Directors and other participants,**

Welcome to the Application Guide for Oldenburg Model United Nations (OLMUN). This guide is designed to help you to better understand our application process and the delegation assignment procedure.

To apply, please follow the steps outlined in this guide and complete them by the respective deadlines.

**Please read this guide carefully, as there have been changes to the application procedure.**

While the application system should work on mobile devices, we recommend using a desktop PC or laptop with a larger screen for the best experience.

We update this guide regularly. Please make sure you are using the most recent version. The version number can be found on page 2 and in the file name. The latest version is available at:
https://www.olmun.org/Downloads/.

If you have any further questions or if anything in this guide is unclear, please email application@olmun.org and describe the issue. Your message helps us identify and resolve problems that others may be experiencing as well.

On behalf of the Secretariat,

Yours sincerely,

**Mia Vocke**
Secretary General

**Quinn Hendrik Kowars**
Treasurer

## Chapter I - General Process

Please note that all user accounts are deleted after the conference and before applications for the next conference open.

### 1. School Application

There is no separate option to apply **as a school**. When applying as a **MUN-Director**, you can select **Add a new school** in the school selection menu (if your school is not listed).

### 2. MUN-Director Application

MUN-Director is our term for a teacher, group leader or other responsible person supervising a group of Delegates and / or Staff members. A school may have multiple MUN-Directors.

MUN-Directors:

1. Receive updates from us via email.
2. Can add a new school (if it has not been added yet).
3. Manage and verify Delegates and Staff members from their school.
4. Fill in the Final Information in which they provide delegation preferences and the final number of participants (MUN-Directors, Delegates and if enabled Staff members).
5. Assign delegations to verified Delegates based on delegations assigned to their school.
6. Receive and pay the invoice.

### 3. Delegate Application

Most participants attend as delegates. Delegates are assigned a country (or delegation) and a committee, and they represent that country in the assigned committee.

Delegates:

1. Apply after their MUN-Director has added their school.
2. Get verified by their MUN-Director.
3. Receive a delegation and committee assignment from their MUN-Director.
4. Receive further information by their Chairs or Presidents.
5. Prepare for the conference.

## 4. Staff Application

Before staff applications are possible, an MUN-Director must email application@olmun.org to enable staff applications for their school. Since most of our staff comes from schools in Oldenburg, staff applications are not enabled by default.

Staff members:

1. Apply after their MUN-Director has added their school and Staff applications have been enabled.
2. Get verified by their MUN-Director.
3. Receive further information from the Chief of Staff.

## 5. Chair Application

You apply by submitting the chair application form (uploaded via our website). You do not apply through the general registration system. More information is provided in the form.

To be notified when chair applications open, follow our Instagram account @olmun_official.

Chairs must also register on our website to receive badges, certificates, etc. (see Inner Circle application).

Chair applications for OLMUN 2026 are closed.

## 6. Inner Circle and Student Officer Application

You cannot apply online as a member of the Inner Circle (IC) or for a Student Officer position. To join the Inner Circle, you must attend IC meetings in Oldenburg. Student Officers are elected from within the Inner Circle.

To be notified about the first and second IC meetings, follow our Instagram account @olmun_official.

Inner Circle members and Student Officers must also register on our website to receive badges, certificates, etc.

## Chapter II - MUN-Director Application & School Management
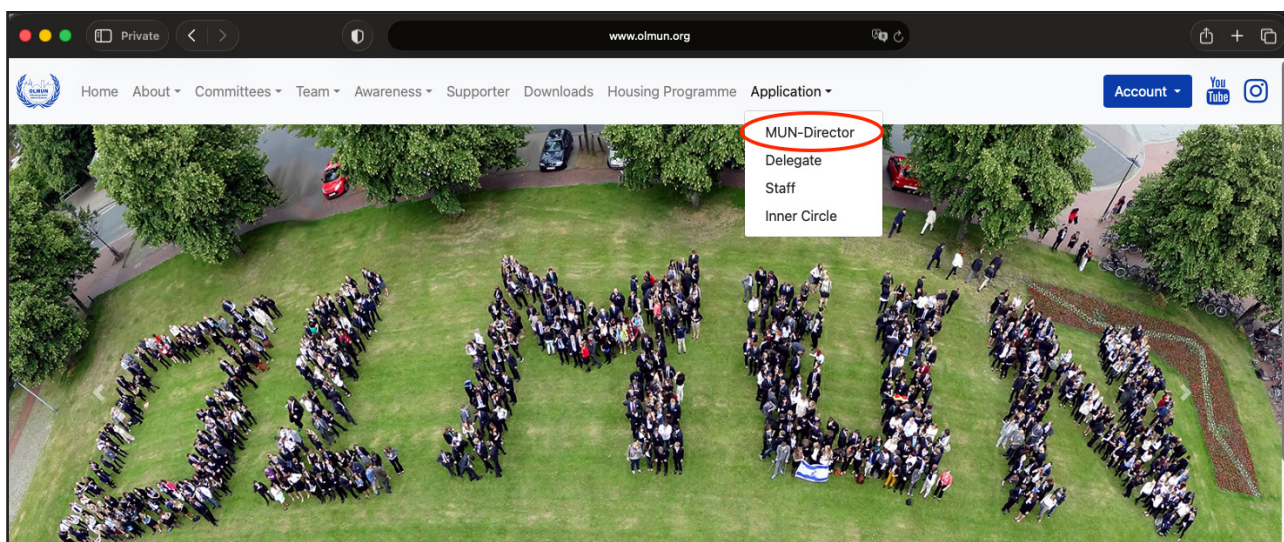
### 1. General Info

MUN-Director is our term for a teacher, group leader or other responsible person supervising a group of Delegates and / or Staff members. A school may have multiple MUN-Directors.

MUN-Directors:

1. Receive updates from us via email.
2. Can add a new school (if it has not been added yet).
3. Manage and verify Delegates and Staff members from their school.
4. Fill in the Final Information in which they provide delegation preferences and the final number of participants (MUN-Directors, Delegates and if enabled Staff members).
5. Assign delegations to verified Delegates based on delegations assigned to their school.
6. Receive and pay the invoice.

### 2. Step-by-Step Guide - MUN-Director Application

1. Open www.olmun.org.
2. Check the navigation point 'Application' on the top menu bar.
3. In order to apply as MUN-Director, please choose 'MUN-Director' or click here.

## Apply as MUN-Director

Applications are open from **January 1st 2026** to **March 15th 2026**.

First name

Last name

Gender
- ○ Male
- ○ Female
- ○ Other

Address

School

Please choose

Country of Residence

Please choose

Nationality

Please choose

Phone

+49-123-4567890

Mobile

+49-123-4567890

E-Mail

example@example.com

Verification code

6-digit code          Send Code

○ Housing needed

○ Visa needed

Submit

4. Fill in the MUN-Director application form.

   a) Select your school

   Choose your school from the dropdown menu. If your school is not listed, select 'Add a new school' under School -> 'Please choose' -> 'Add a new school'

      i. Additional 'School Data' fields appear below the form.

      ii. Enter the correct information for your school.

      iii. The school address will be used as the billing address.

      iv. After registration, your school will appear as an option for future applicants under the name you entered.

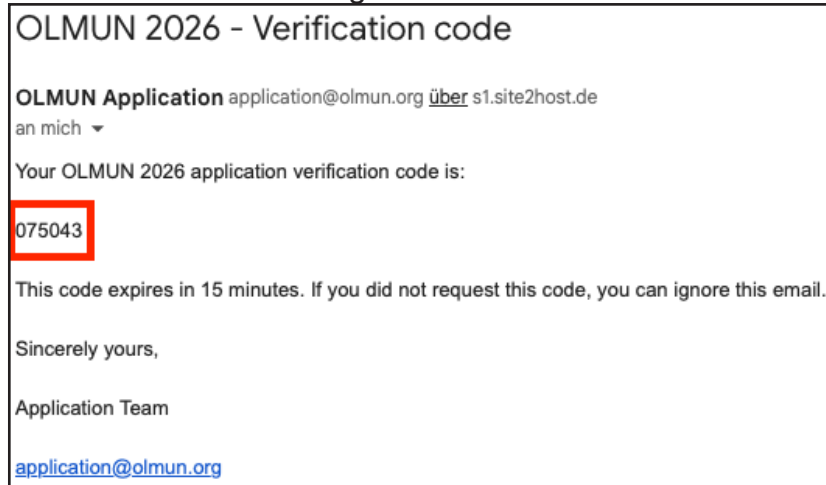      v. Changes to your school's data will not be possible after the application period.

   b) Phone and mobile numbers

      i. Use exactly the following format +49-123-4567890

      ii. The plus (+) sign and hyphens (-) are required!

c) E-Mail

    i. Enter a your E-Mail.

    ii. Click 'Send code'. A 6-digit verification code will be sent to your E-Mail.

> **OLMUN 2026 – Verification code**
>
> **OLMUN Application** application@olmun.org über s1.site2host.de
> an mich ▾
>
> Your OLMUN 2026 application verification code is:
>
> 075043
>
> This code expires in 15 minutes. If you did not request this code, you can ignore this email.
>
> Sincerely yours,
>
> Application Team
>
> application@olmun.org

    iii. Enter the code in verification field.

    iv. The code is valid for 15 minutes. Submit the form within this time. If the code expires, request a new one.

    v. If you do not receive the email within a few minutes, please check your spam / junk folder.

d) International Participants: Housing and Visa Information

    i. 'Housing needed': Choose this option if you need assistance with accommodation. Our Housing Coordinator will review your request and contact you with further details. Please note that we cannot guarantee housing for every international participant.

    ii. 'Visa needed': Select this if you require an official invitation letter for your visa application. Our Secretary General will use the information you provide to prepare and send the letter to you (or if needed to the embassy).

e) Review and submit

Check all information carefully and click 'Submit'. Please pay special attention to spelling—we cannot manually correct data for large numbers of participants.

f) Example:



**Apply as MUN-Director**

Applications are open from **January 1st 2026** to **March 15th 2026**.

First name: Demo

Last name: MUN-Director

Gender
- ○ Male
- ○ Female
- ● Other

Address:
Demo MUN-Director
Demo Street 1
26122 Oldenburg
GERMANY

School: Add a new school

Country of Residence: Germany

Nationality: Germany

Phone: +49-123-4567890

Mobile: +49-123-4567890

E-Mail: demo.mun-director@olmun.org

Verification code: 075043    Send Code
A 6-digit code has been sent to your email address.

- ○ Housing needed
- ○ Visa needed

**School Data**

Name: Demo School
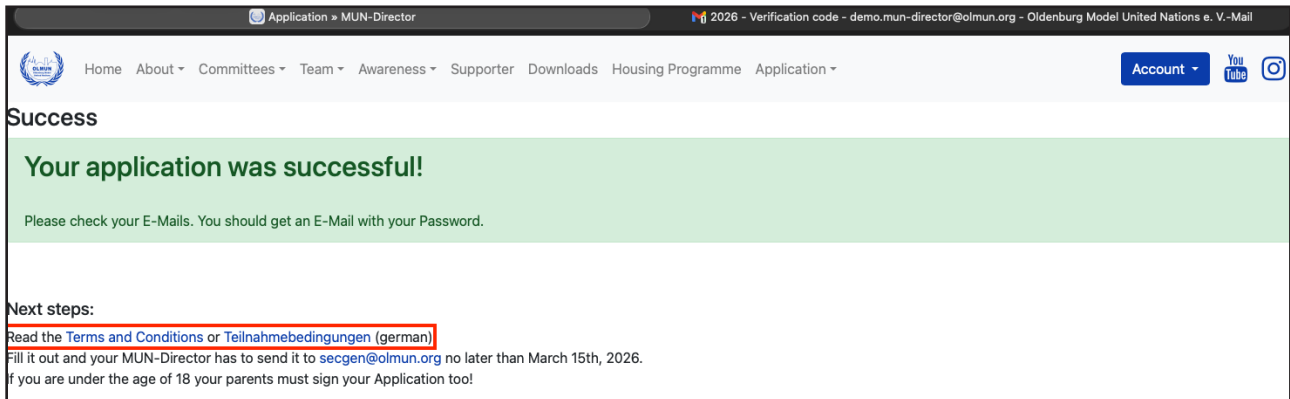
Address:
Demo School
Demo Street 2
26122 Oldenburg
GERMANY

Country: Germany

Note: The school name will be used to generate certificates and badges.

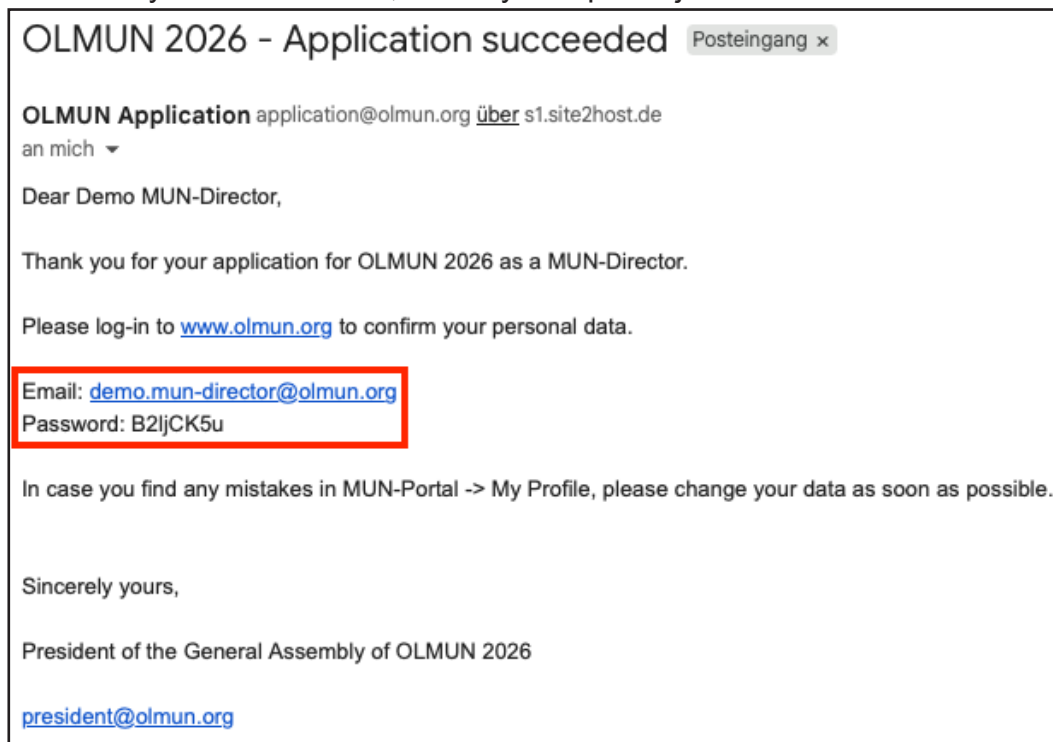Important: If your school data does not equal your billing address, please notify our Treasurer (treasurer@olmun.org).

Submit

5. After you submit the form, a new page will appear. Your application as a MUN-Director was successful.
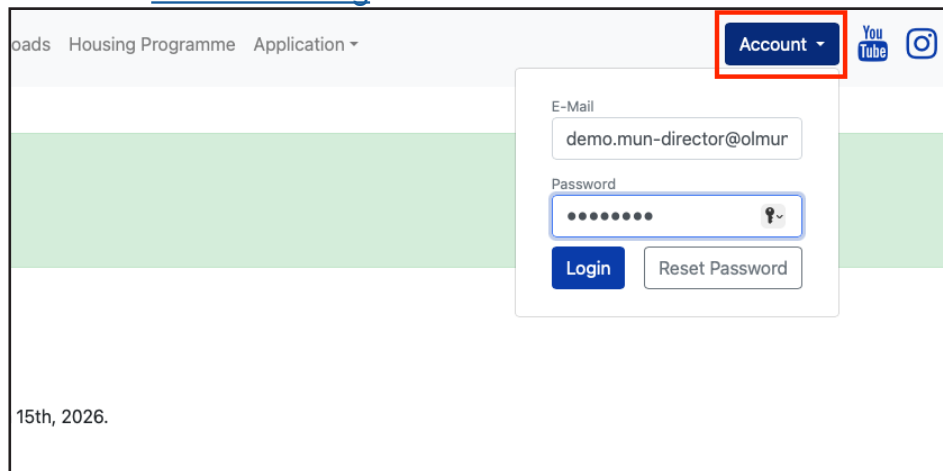


6. Please download and read our Terms and Conditions or Teilnahmebedingungen (German version).

   a) Please print and sign the last page (Application Form).

      i. Collect the signed Terms and Conditions from all participants of your school.

      ii. Scan the full terms and conditions once at the beginning.

      iii. Add the signed pages in alphabetical order by participants' last names.

      iv. Combine all pages into one single PDF.

      v. **Send them to secgen@olmun.org no later than March 15th, 2026.**

   b) You can download the Terms and Conditions here later as well.

7. Please check your inbox for an email from application@olmun.org with your login details. If you cannot find it, check your spam / junk folder.
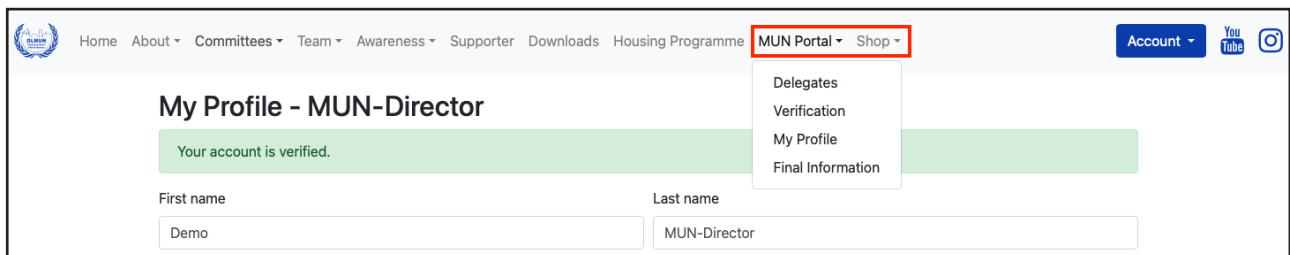
a) Log in to your account using the email address and password provided in the email. You can access the login page via the Account button in the upper-right corner of www.olmun.org.



b) After logging in, additional menu items will appear in the top menu bar.



c) You will be redirected to your profile page automatically.

d) Check your details and click Submit at the bottom of the page to save any changes. You may also change your password if you wish. For security reasons, we cannot access/view your password.

8. Your MUN-Director application is now complete.

## 3. Verifying Delegates, Staff and additional MUN-Directors

Delegates, Staff members, and additional MUN-Directors must be verified by a MUN-Director before they appear in the relevant lists and before delegations and committees can be assigned.

To verify Delegates, Staff and additional MUN-Directors please follow these steps:

1. Log into your account.

2. In the navigation go to 'MUN Portal' -> 'Verification'.

3. Once your Delegates, Staff or additional MUN-Directors applied as their position for your school they will appear in your verification menu. The 'Staff' field in 'MUN Portal' will only appear if Staff is enabled for your school.

4. Verifying an additional MUN-Director makes him/her an admin of your school. You cannot manually revoke the verification. Send an email to application@olmun.org to revoke the rights of accidentally verified MUN-Directors. He/she will be able to:

   a) Verify new Delegates, Staff and MUN-Directors.

   b) Remove/edit verified Delegates and Staff.

   c) Change your schools data (name, address, ...).

   d) Change the delegation assignment.

   e) Order bus tickets.

   f) Receive email communication between your school and the organisers.

   g) Communicate with full authority.

5. Verifying a Delegate will enable you to assign delegations this Delegate later. He/she will appear in your Delegate list explained below (see 'Assigning Delegations').

6. Verifying Staff will list him/her in your Staff list. They will also be listed for our Chief of Staff who will contact your Staff prior to the conference.

7. If the applicant is not from your school you may remove the applicant from your verification view.

   a) After removing an applicant their school entry will be reset.

   b) Their account will not be deleted, please do not ask your students to create a second account in case you accidentally removed them.

   c) **If this action was unintended**, please ask the applicant to log into their account

and change their school entry to your school once again. The applicant will reappear on your verification page. In case any issues occur, please send an email to application@olmun.org and provide the Delegates' names you wish to restore as well as your school's name.

8. **If your applicants are not displayed** on the verification page when you reload the page, please log out and log back in. Your applicants should now be listed in the verification page.

## 4. Final Information

The 'Final Information' represents the last step to complete your schools application. You will need to provide the final number of Delegates, MUN-Directors and Staff members (if enabled) your school will participate with as well as 10 country preferences based on our Delegation Overview.

To submit the Final Information got to olmun.org -> log into an MUN-Director account -> 'MUN Portal' -> 'Final Information'.

The 'Final Information' needs to be submitted **by March 15th, 2026**. You will be prompted with different types of information requests we need to complete your school's application:

1. *Final number of Delegates*
   Please enter the final number of Delegates your school will participate with. You cannot change the amount of Delegates afterwards.

2. *Final Number of teachers*
   Please enter the final number of teachers, also known as MUN-Directors, your school will participate with. You cannot change the amount of MUN-Directors afterwards.

3. *Final Number of Staff*
   Please enter the final number of Staff members your school will participate with. You cannot change the amount of Staff members afterwards.

4. *Your preferred delegations*

   a) Available delegations (countries and all of their seats in the committees) are listed in our Delegation Overview. Please choose ten countries listed that you and your students would like to represent during the conference. All options you are able to choose in the drop-down-menu are available.

   b) You need to choose ten countries ranked from highest (1.) to lowest priority (10.) - you will not be able to submit the form with less than 10 chosen countries.

   c) We try to assign full delegations to schools, but for reasons like delegation sizes and Delegate numbers of schools not matching or some countries like the USA listed in almost every preference list, this will not always be possible.

   d) Delegations and seats will be assigned after the deadline for the 'Final Information'. Submitting the 'Final Information' will not be possible after the deadline.

5. All verified MUN-Directors will receive a verification email confirming the submitted data. If you notice any mistakes, please contact application@olmun.org. The submitted data can also be found in your profile.

6. What happens next?

   a) **Any changes after submitting the 'Final Information' need to be requested by sending an email to application@olmun.org and cannot be guaranteed.**

   b) We will charge you based on your provided numbers, after your school's application has been accepted and only the provided amount of applicants we will be granted access to the conference after the bill has been paid.

   c) Do not forget to provide signed Terms and Conditions via email by the given deadline.

   d) Make sure that all of your delegates are registered on our website and that they are verified by you.

   e) Your school will receive delegations/seats after your school's application has been accepted. See the next chapter.

## 5. Assigning Delegations

After submitting the Final Information and after the given deadline we will assign delegations to your school which you need to assign to your Delegates.

You should have received an email by the Presidency stating assigned countries and assigned committees.

Please go to olmun.org -> log into your account -> go to 'MUN-Portal' -> 'Delegates'.

You will be presented a view similar to this one. Your list should contain all verified Delegates.



Unfortunately 'Unassigned Delegations and/or Committees' does not live update at the moment. If you refresh the page, the table will be updated.

Do not forget to click safe after changing a Delegate's data. Clicking 'Reset' will reset the Delegate's assignment.

**5.1. Assigning Delegations**

Click on 'Click here to select'. A selection listing the countries assigned appears. **Please note that your school may not have been assigned all seats of these countries.** It is possible that your school has been assigned the USA and their seats in committees A and B whereas another school has been assigned the USA with committees C and D. Please check this before telling your Delegates you have been assigned the USA and allowing them to choose from committees A-D and noticing afterwards you cannot assign committees C and D.

After selecting the Delegation of a Delegate, a new selection option in the 'Committee' column appears:



If you click on the selection you will be shown a list of all the committees still available for the selected Delegation and your school:



Do not forget to click safe. If you reload the page and your entry is still there, everything has been updated properly.



Please note that fully assigned delegations will not be shown in the delegation selection. Assigned combinations of delegations and committees will not be shown in the committee selection with the corresponding delegation selected.

There will be a deadline set for the assignment. Afterwards delegations and committees will be assigned randomly and cannot be changed.

Once the assignment is complete, our Chairs will send introductory emails to the Delegates of their committees. The committee guides will be uploaded on our website (download section),

### 6. Staff

For younger and inexperienced students (or those interested in the positions) OLMUN offers Staff positions. There are various types of Staff. For more information on the specifics of each Staff type, please contact our Chief of Staff. Staff applications are disabled by default. Our Staff is involved in the setting up of our locations. Therefore we prefer local students. Please send an email to application@olmun.org to activate Staff applications for your school. We will activate Staff applications for schools located in Oldenburg as soon as we see their application. You need to verify your Staff after which they will be contacted by our Chief of Staff.

### 7. Bus Tickets

For participants living outside of Oldenburg: Oldenburg offers a good bus transportation system. OLMUN offers to buy tickets on requests. You can order bus tickets via olmun.org -> log into a MUN-Director account -> 'Shop' -> 'Bus-Tickets'. Please enter the needed amount. Ticket prices will be added to your school's invoice.

## Chapter III - Delegate Application

### 1. Application via Your School

1. Open www.olmun.org.

2. Check the navigation point 'Application' on the top menu bar.

3. In order to apply as Delegate, please choose 'Delegate' or click here.

4. Fill in the Delegate application form:

   a) Choose your school. In case your school has not been registered yet, please ask your MUN-Director (your teacher, group leader etc.) to register him-/herself and your school first. Once they have registered you may register yourself.

   b) Phone and mobile numbers

      i. Use exactly the following format +49-123-4567890

      ii. The plus (+) sign and hyphens (-) are required!

   c) E-Mail

      i. Enter a your E-Mail.

      ii. Click 'Send code'. A 6-digit verification code will be sent to your E-Mail.

      iii. Enter the code in verification field.

      iv. The code is valid for 15 minutes. Submit the form within this time. If the code expires, request a new one.

      v. If you do not receive the email within a few minutes, please check your spam / junk folder.

   d) International Participants: Housing and Visa Information

      i. 'Housing needed': Choose this option if you need assistance with accommodation. Our Housing Coordinator will review your request and contact you with further details. Please note that we cannot guarantee housing for every international participant.

      ii. 'Visa needed': Select this if you require an official invitation letter for your visa application. Our Secretary General will use the information you provide to prepare and send the letter to you (or if needed to the embassy).

   e) Review and submit

   Check all information carefully and then click Submit. Please pay special attention to spelling—we cannot manually correct data for large numbers of participants.

5. After submitting your data a new page appears. Your application as Delegate was successful, but is not complete yet.

6. Please download and read our Terms and Conditions or Teilnahmebedingungen (German version).

a) Please print and sign the last page (Application Form).

    i. The signed Terms and Conditions need to be send or given to your MUN-Director who will send all Terms and Conditions combined to us.

    ii. Please ask your MUN-Director about the specifics of how to provide the document and the deadline.

b) You can download the Terms and Conditions here later as well.

7. Please check your inbox for an email from application@olmun.org with your login details. If you cannot find it, check your spam / junk folder.

a) Log in to your account using the email address and password provided in the email. You can access the login page via the Account button in the upper-right corner of www.olmun.org.

b) After logging in, additional menu items will appear in the top menu bar.

c) You will be redirected to your profile page automatically.

d) Check your details and click Submit at the bottom of the page to save any changes. You may also change your password if you wish. For security reasons, we cannot view your password.

8. Your application is complete - for now.

9. Warnings

## My Profile – Delegate

Your account is **not yet verified**.
Please **request verification from your MUN-Directors** to proceed.
If you continue to experience issues, contact a system administrator at application@olmun.org.

### Assignment Status

You are currently **not assigned** to a committee or delegation. Please ask your MUN-Directors to assign you to a committee and delegation.

Your profile will show two warnings:

    i. Not verified: Your MUN-Director needs to verify that you belong to his / her school. Please ask your MUN-Director to verify your account.

    ii. Not assigned: You are currently no assigned to a delegation or committee. Please ask your MUN-Director to assign you to a seat (delegation + committee). Your assignment will appear here, once you have been assigned a seat.

10. Your application is complete once both warnings disappeared and you send your signed Terms and Conditions to your MUN-Director.

## Chapter IV - Staff Application

### 1. Staff

OLMUN offers staff positions for participants who are newer to MUN or interested in supporting the conference behind the scenes. There are different staff roles. For details on specific positions, please contact our Chief of Staff via staff@olmun.org.

Staff applications are disabled by default. Since staff members are involved in setting up conference locations, we generally prioritise local students.

To enable staff applications for your school, please email application@olmun.org. We will activate staff applications for schools located in Oldenburg as soon as we receive the request.

After you apply, your MUN Director must verify your application. You will then be contacted by our Chief of Staff with further information.

Please do not apply as staff until your school has been enabled for staff applications.

If your school is not located in Oldenburg, staff applications may be limited depending on availability.

### 2. Application via Your School

1. Open www.olmun.org.
2. Check the navigation point 'Application' on the top menu bar.
3. In order to apply as Staff, please choose 'Staff' or click here.
4. Fill in the Staff application form:

   a) Choose your school. In case your school has not been registered yet, please ask your MUN-Director (your teacher, group leader etc.) to register him-/herself and your school first. Once they have registered you may register yourself.

   b) Phone and mobile numbers

      i. Use exactly the following format +49-123-4567890

      ii. The plus (+) sign and hyphens (-) are required!

   c) E-Mail

      i. Enter a your E-Mail.

      ii. Click 'Send code'. A 6-digit verification code will be sent to your E-Mail.

      iii. Enter the code in verification field.

      iv. The code is valid for 15 minutes. Submit the form within this time. If the code

expires, request a new one.

    v.   If you do not receive the email within a few minutes, please check your spam / junk folder.

d) Apply as

Please be aware that staff assignments are subject to conference requirements and may differ from your selected preference.

    i.   Administrative Staff: assist Chairs (e.g. in voting procedure) and handle note passing.

    ii.  Press Staff: keep everyone informed by composing the daily OLMUN newsletter, the Daily Diplomat.

    iii. TV Staff: work with the Chiefs of TV to produce OLMUN TV productions, such as the OLMUN morning show.

    iv. Photography Staff: capture the highlights of the conference for everyone to enjoy.

    v.   Technical Staff: support the Technical Coordinator to provide technical support and keep sessions running smoothly.

e) Review and submit

Check all information carefully and then click Submit. Please pay special attention to spelling—we cannot manually correct data for large numbers of participants.

5. After submitting your data a new page appears. Your application as Staff was successful, but is not complete yet.

6. Please download and read our Terms and Conditions or Teilnahmebedingungen (German version).

a) Please print and sign the last page (Application Form).

    i.   The signed Terms and Conditions need to be send or given to your MUN-Director who will send all Terms and Conditions combined to us.

    ii.  Please ask your MUN-Director about the specifics of how to provide the document and the deadline.

b) You can download the Terms and Conditions here later as well.

7. Please check your inbox for an email from application@olmun.org with your login details. If you cannot find it, check your spam / junk folder.

a) Log in to your account using the email address and password provided in the email. You can access the login page via the Account button in the upper-right corner of www.olmun.org.

b) After logging in, additional menu items will appear in the top menu bar.

c) You will be redirected to your profile page automatically.

d) Check your details and click Submit at the bottom of the page to save any chang-

es. You may also change your password if you wish. For security reasons, we cannot view your password.

e) Your application is complete - for now. If you have questions regarding the tasks of a specific Staff type, please reach out to our Chief of Staff or ask your MUN-Director. Please note that we can not guarantee you the Staff position your applied for and you may be assigned another Staff position.

8. After submitting your data a new page appears. Your application as Staff was successful, but is not complete yet.

9. Please download and read our Terms and Conditions or Teilnahmebedingungen (German version).

a) Please print and sign the last page (Application Form).

i. The signed Terms and Conditions need to be send or given to your MUN-Director who will send all Terms and Conditions combined to us.

ii. Please ask your MUN-Director about the specifics on how to provide the document and the deadline.

b) You can download the Terms and Conditions here later as well.

10. Warning

## My Profile - Staff

Your Staff account is **not yet verified**.
Please **request verification from your MUN-Directors** to proceed.
If you continue to experience issues, contact a system administrator at application@olmun.org.

Full Name (First & Last)          School

Demo Staff                        Demo School

Your profile will show a warning:

i. Not verified: Your MUN-Director needs to verify that you belong to his / her school. Please ask your MUN-Director to verify your account.

11. Your application is complete once both warnings disappeared and you send your signed Terms and Conditions to your MUN-Director.

OLMUN 2026

25th International Session