

## EURES - TARGETED MOBILITY SCHEME (TMS)

### CANDIDATE APPLICATION FOR PAYMENT OF COSTS WITH RECOGNITION OF ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS

#### INSTRUCTIONS

Have you already received a request of contact by a Project Adviser, informing you that you have been selected for a job/traineeship/apprenticeship offer for the EURES Targeted Mobility Scheme (TMS)? If you need recognition of your qualification(s) or diploma(s) in the destination country, you can apply to us for a flat-rate contribution of **EUR 440 EUR**.

Don't worry if you initiated the recognition proceedings before knowing that you were selected for a job vacancy in EURES TMS: you can apply for the financial support anyway!

#### How to get the recognition of qualification(s) support in 3 steps:

1. **enter your login details** on the project platform and go to your dashboard.

*You can also check your dashboard regularly to see if there are notices for you (irrespective of emails)*

If you haven't done it yet: **fill in the bank details item**.

If you have already done it: **be sure that all data is updated and rightly filled**. Please consider that the required financial benefit is payable only if your bank details are right!

**ATTENTION:** change the bank details only within the project platform, after entering with your credentials. **Keep your bank information secret** and **be wary of emails** or calls from people asking for your bank details or other information: **they could be scammers!**

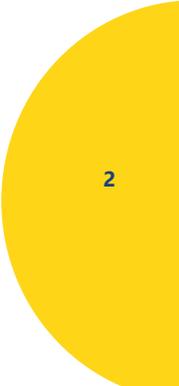


**Check that your uploaded ID card is still valid**, and, if not, upload the new one before signing your application form!

2. Fill in the **Candidate application form for payment of costs with recognition of academic and/or professional qualifications** through the EURES TMS platform (it will be automatically visible for you, once a project adviser sends you the request of contact through the project platform) and uploads the annexes required.

Follow the instructions in the table below to ensure that your request form is ok, but don't worry, you will find in your dashboard a "drawer" for each annex required to apply for EURES TMS financial benefits.

<b>ANNEX NAME (for authorization)</b>	<b>WHO SHALL UPLOAD IT</b>	<b>TO CHECK BEFORE UPLOADING</b>
<b>National academic qualification(s) certificate(s) or professional qualification(s) certificate(s)</b>	All participants wishing to apply for recognition of qualification financial support	Verify that your documents are legible in all sections.
<b>Copy of the official request form or Document(s) attesting the recognition procedure</b>	All participants wishing to apply for recognition of qualification for financial support	Verify that your documents are legible in all sections!



### 3. Sign the application form

Signing the application form is easy: just enter in the EURES TMS platform the *One time password* received to your email!

#### **Make sure not to share your login details with anyone!**

Did anything go wrong? Are you not able to sign the form? Verify that the annex is uploaded correctly and that all items in the form are filled in....and try again!

Make sure that: you can contact your adviser to be supported in the management of the applications process.

#### **What happens next?**

When the form is filled in and the documentation attached is complete (see the table above) your application is ready to be checked by the Adviser and project staff.

If there are doubts about the application or if the application is incorrect, your Adviser will ask you for more information or clarification.

If all documents and information are right, after the project staff checks them, you will receive your benefit.

**Please note: the amount will be paid by Fondazione Giacomo Brodolini, co-applicant of the project, charged with the benefit payment responsibility.**

Do you need more information or clarification about the procedures?

If so, then do not hesitate to contact your Project Adviser!



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