With the support from
the European Union Programme
EaSI 2014-2020

Version 1 – date 21.10.2021

EURES - TARGETED MOBILITY SCHEME (TMS)

Candidate application for Language Course allowance

Instructions for jobseekers

Have you already received a request from a Project Adviser, informing that you have been selected for a job/traineeship/apprenticeship from an employer registered in EURES TMS? If yes, please verify eligibility conditions with your Adviser in order to apply for this financial benefit.
You may have the possibility to improve your knowledge of one or more **languages officially spoken** in your **destination country,** with a **previous authorization from your EURES TMS Adviser**!

EURES TMS will reimburse you for the amount spent on improving your language skills, up to a maximum **of 2.200 euros.**

You can attend a language course:

- **right after the pre-selection**, in your country,
- **after you have been hired** in the country of destination. In this case, mind that you should start your language course **within two months** from the contract starting date.

Please note: within the maximum budget foreseen for each candidate (**2.200 euros**), you can benefit from a maximum of **2 different courses**, so long as the second course is different from the previous one. So, if you have already benefited from a project contribution for a language course and you need to reach another **level** or improve the **knowledge of another language** spoken in the host country (as official language), you can apply for language course reimbursement once again!

Two ways to be reimbursed by the EURES TMS project: check the most suitable for you:

- benefiting from a reimbursement in a **single installment** of the total incurred costs (already paid by you) right after you finish your language course

- benefiting from a reimbursement in **two installments**:

    1. **I tranche, Advance payment (up to 50%)**, can be claimed before you finish the training course, by submitting copy of the first invoice or receipt

    2. **II tranche, Balance payment,** will be provided at the end of your course, after completion of the course by submitting copy of the invoice or receipt of balance and a training certificate.

In both cases (**single installment** or double **installment**) you **have to provide further annexes** in addition to the mentioned ones: please, refer to FAQ for details.

Just keep in mind that you cannot ask for a language course reimbursement when the same course (same language and same level) is offered to you by your employer in the integration programme.

How to get the Language course reimbursement

This financial benefit request consists of two different phases:

1. After pre-selection/selection for a job vacancy, you can submit the ***Candidate Authorization for attendance of Language Course:***
   See how to **request the authorization in 5 steps** (pp. 4-15)

2. In both cases (single or double installments):
   See how to **request the payment** by following **step 1** (pp.18-19)

3. After the Adviser validation of the authorization request to attend a language course, you should make a choice:

   - if you wish to apply for a **single reimbursement of total costs** at the end of the course, please refer to **Choice 1 and follow steps 2-3** (pp. 20-27)

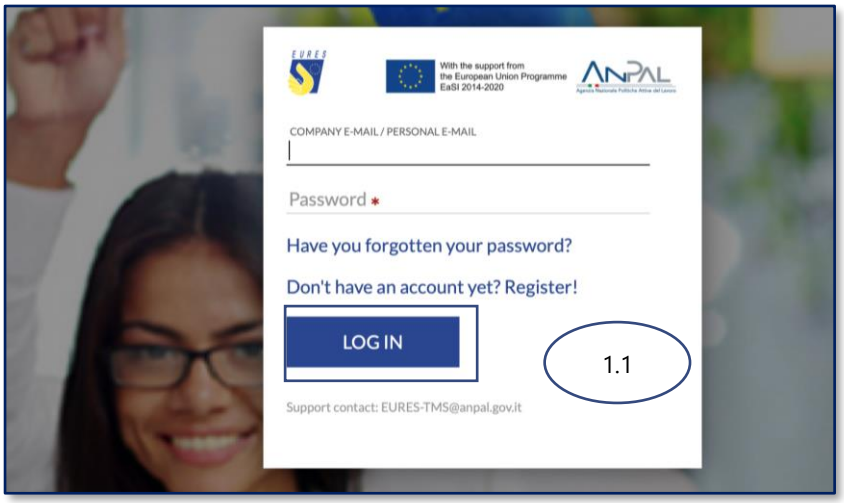
   - while, if you prefer to be reimbursed in **two installments** (intermediate and final), please refer to **Choice 2 and follow steps 2-3-4-5** (pp. 28-34 for advance payment and pp. 35-42 for balance payment).

How to get the Language course allowance authorization request in 5 steps

Click here to watch the benefit request video-tutorial!

1

Login to the project platform (#1.1)

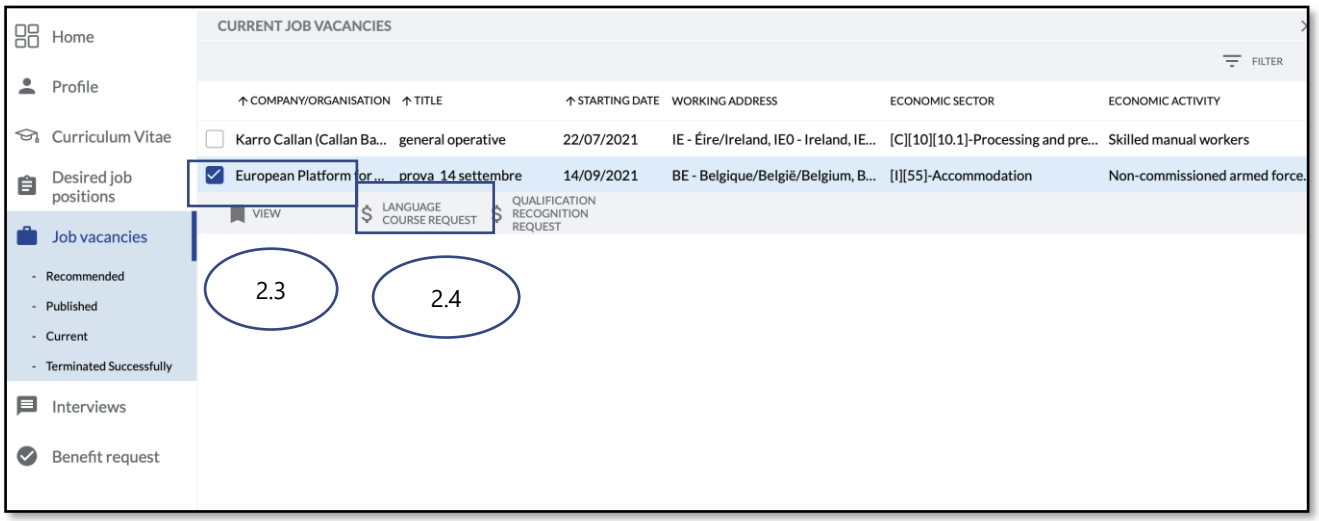


2

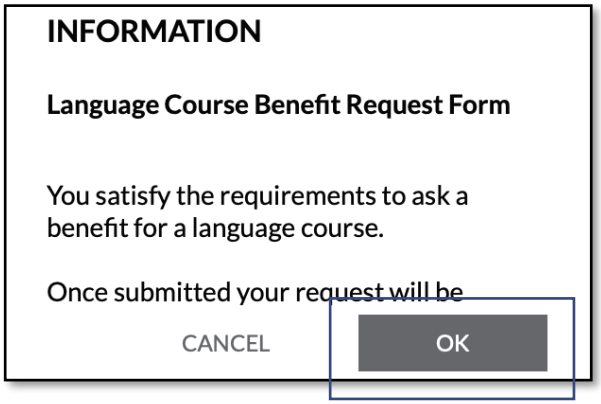
Activate the Language course reimbursement request

→ Open the **Job vacancy** box (menu on the left) (#2.1), then pick **Current** (#2.2)

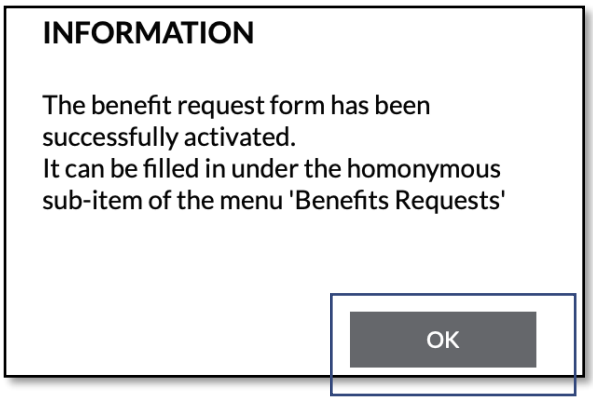
→ **Flag** the Jobs you have been selected/hired (#2.3)
→ Click on **Language Course request** (#2.4)



→ Read the instruction you receive and click on **OK** (#2.5, #2.6)



2.5

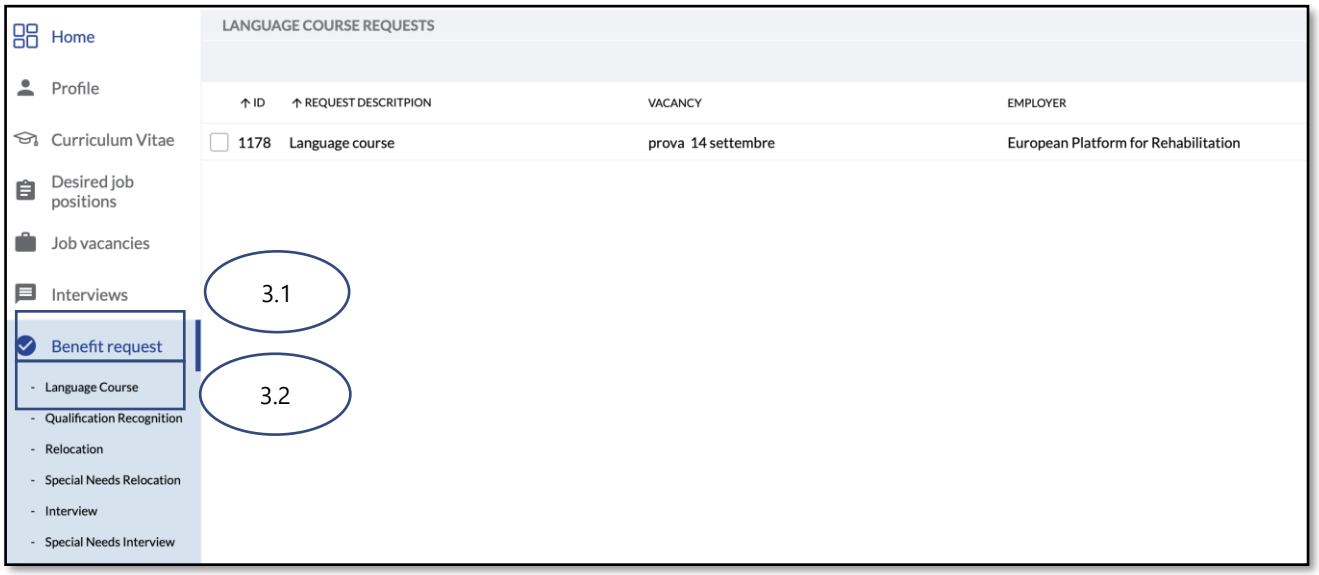


2.6

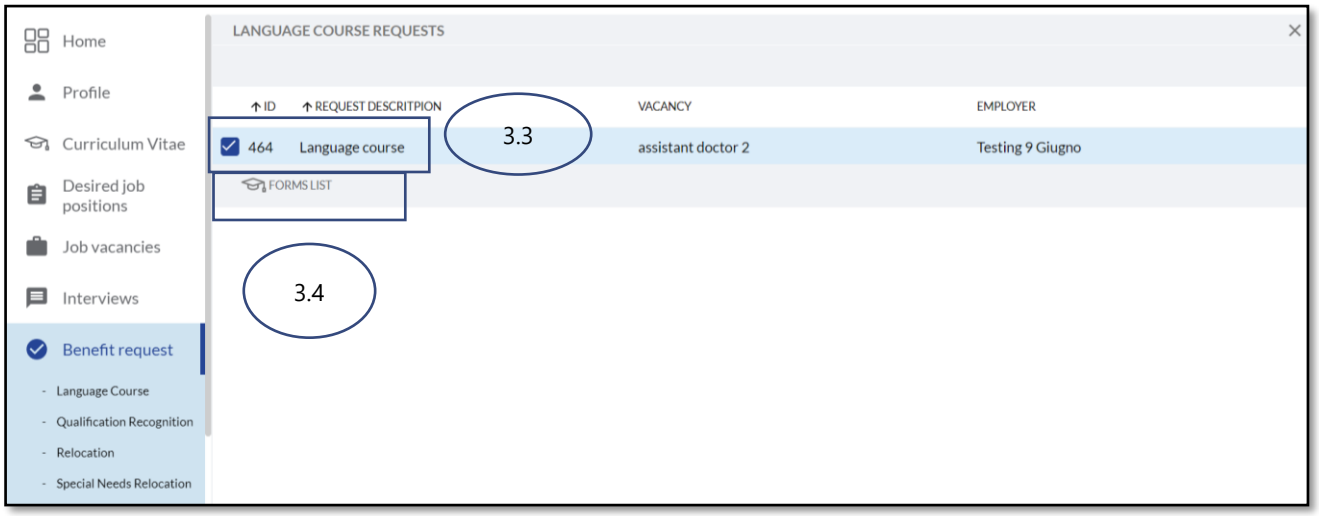
3

Select the Language course form

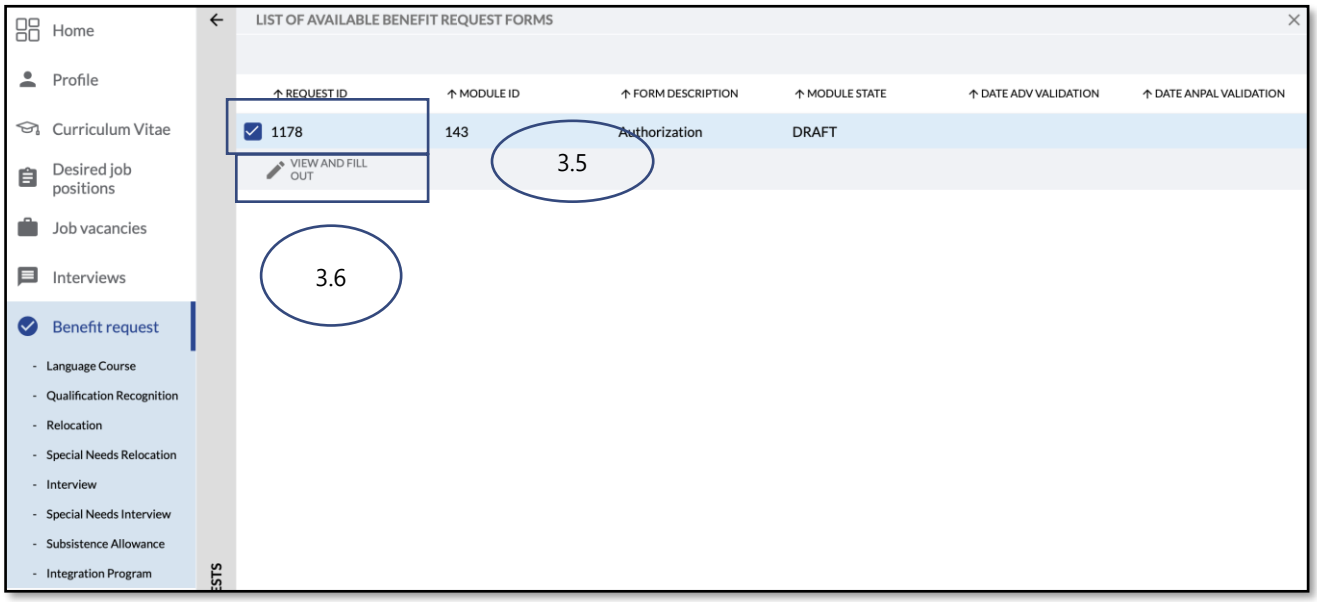
→ Open the **Benefit Request** box (menu on the left) (#3.1), then pick **Language course** (#3.2)



→ Flag on **Language Course** (#3.3)
→ Select **Form List** (#3.4)



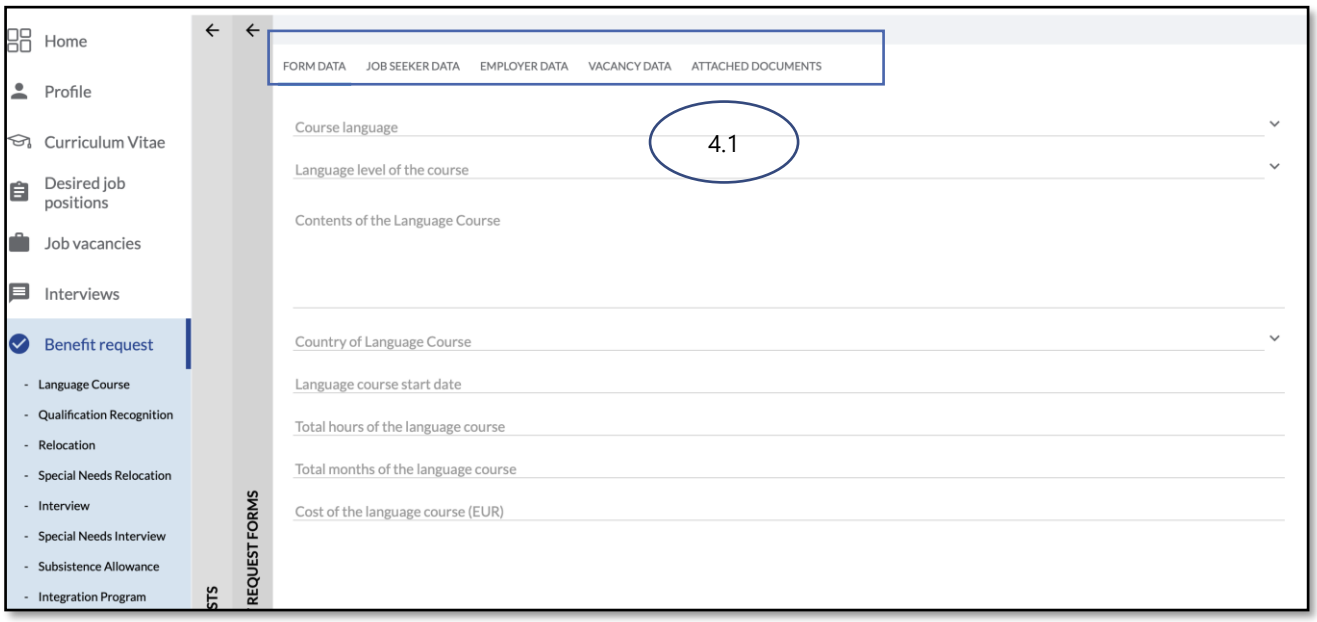
→ Flag on **Authorization** (#3.5)
→ Select **View and Fill out** (#3.6)



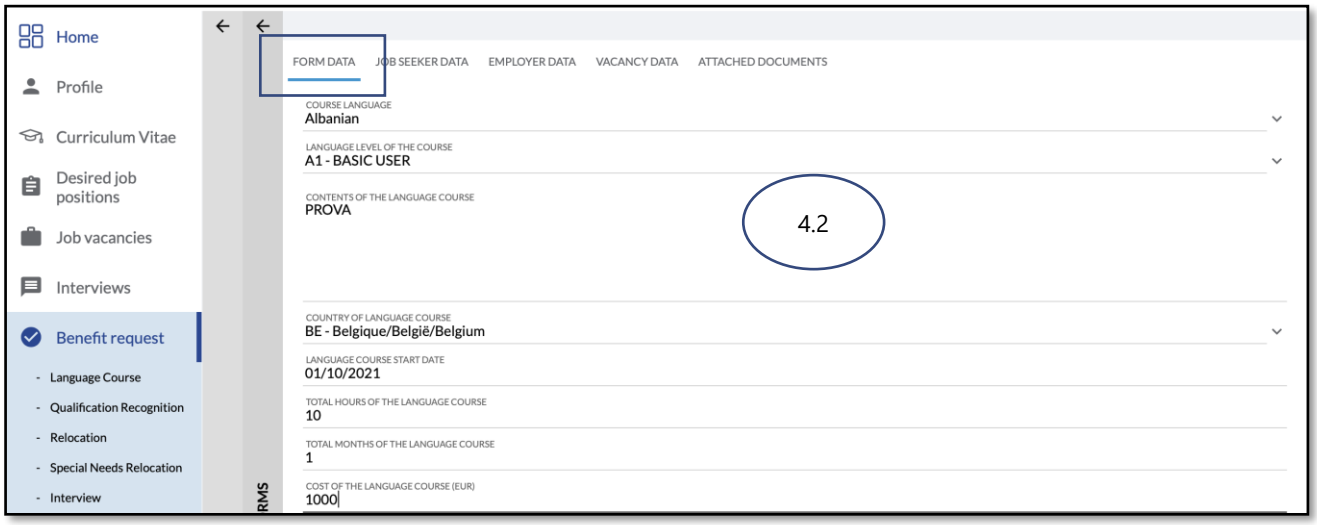
4

Fill in the Language Course allowance authorization request

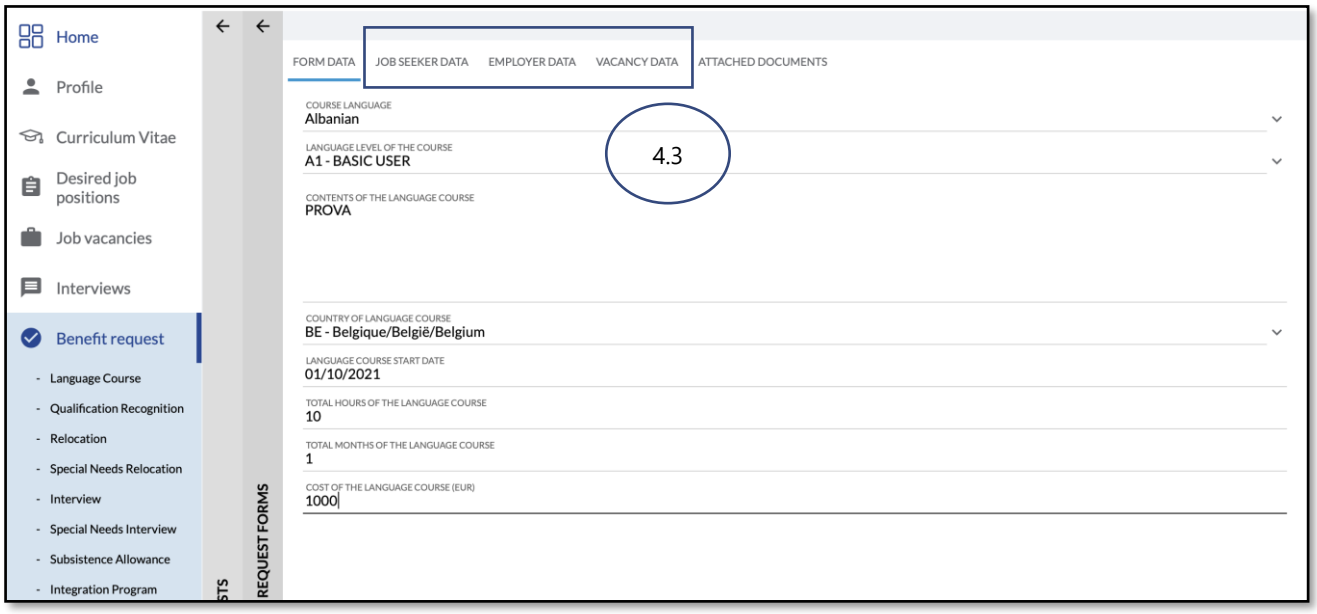
→ **Fill in** all the tabs (#4.1)



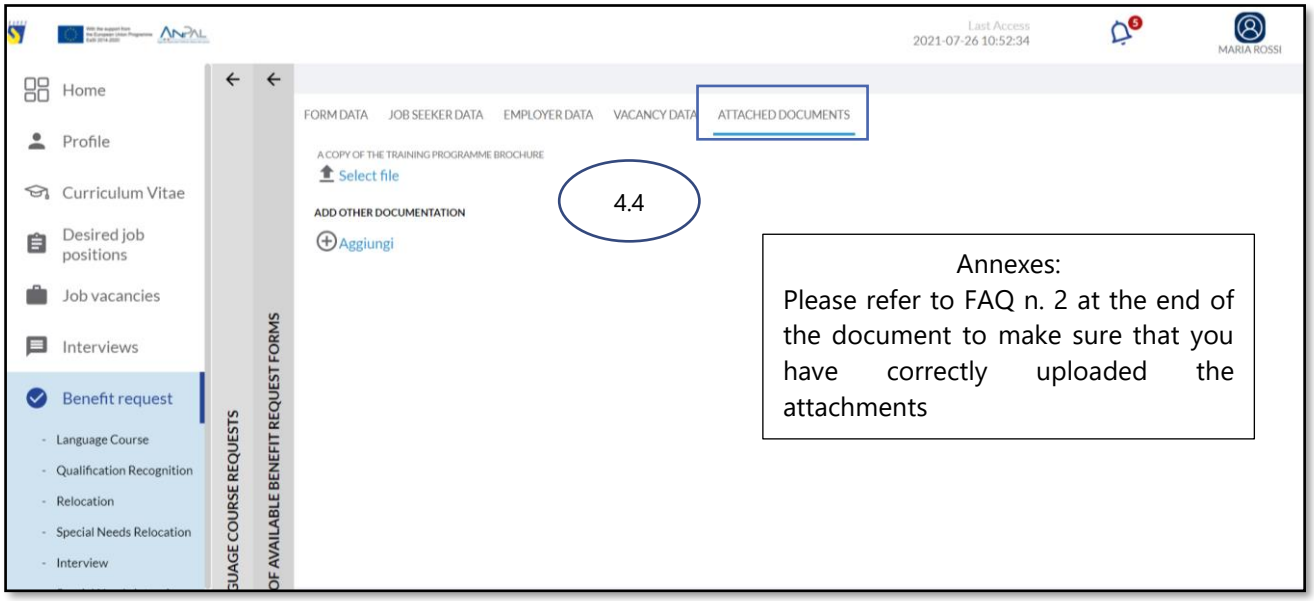
→ Insert the required information in **Form Data** (#4.2)



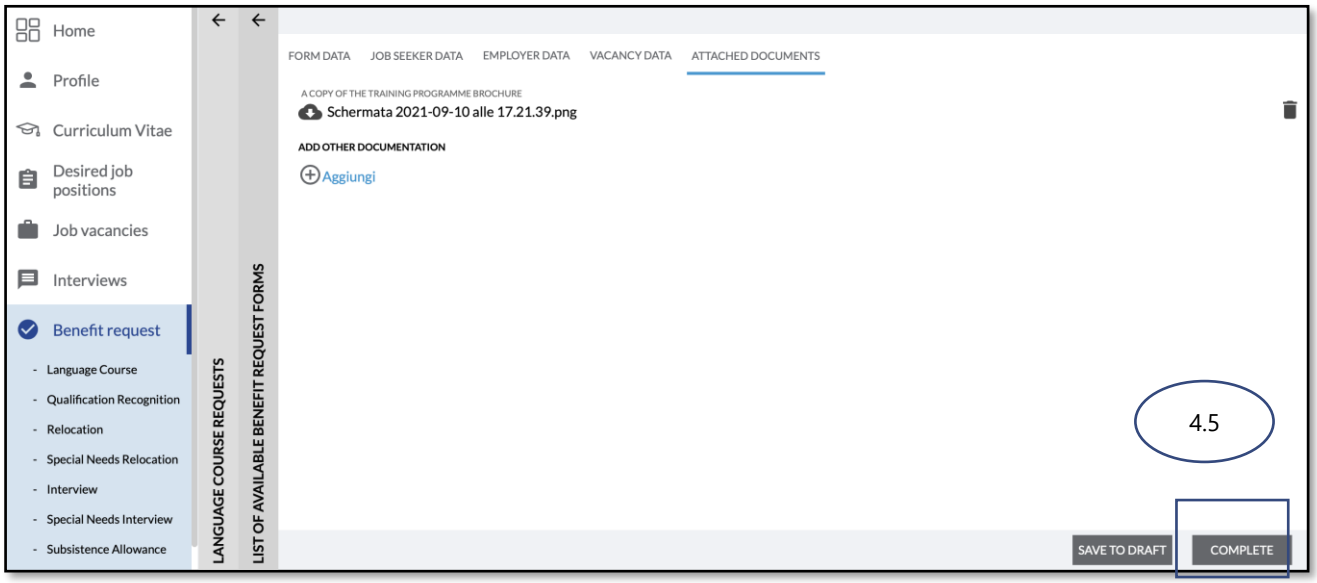
→ Check the information in **Jobseeker Data, Employer Data and Vacancy Data** is correct (#4.3)



→ Upload all the required **Attached Documents** (#4.4)

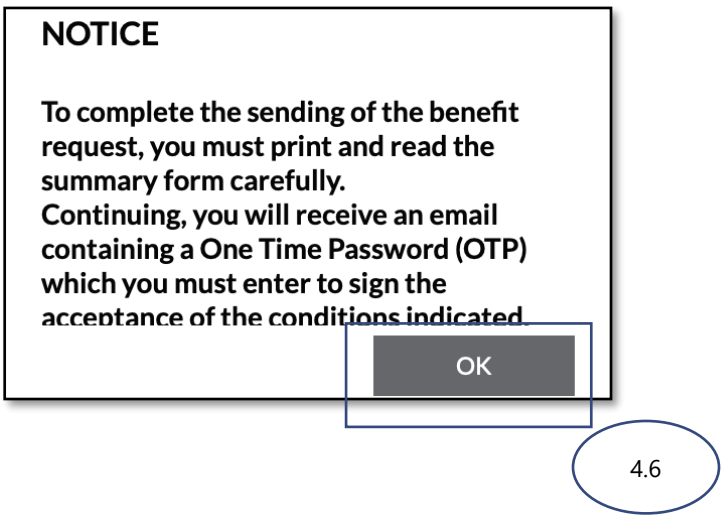


→ Click on **Complete** (#4.5)



→ Read the instruction you receive and click on **OK** (#4.6)

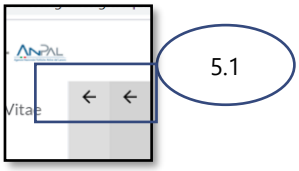
PLEASE NOTE: remember to go back to "Benefit Request Menu" to sign the request!



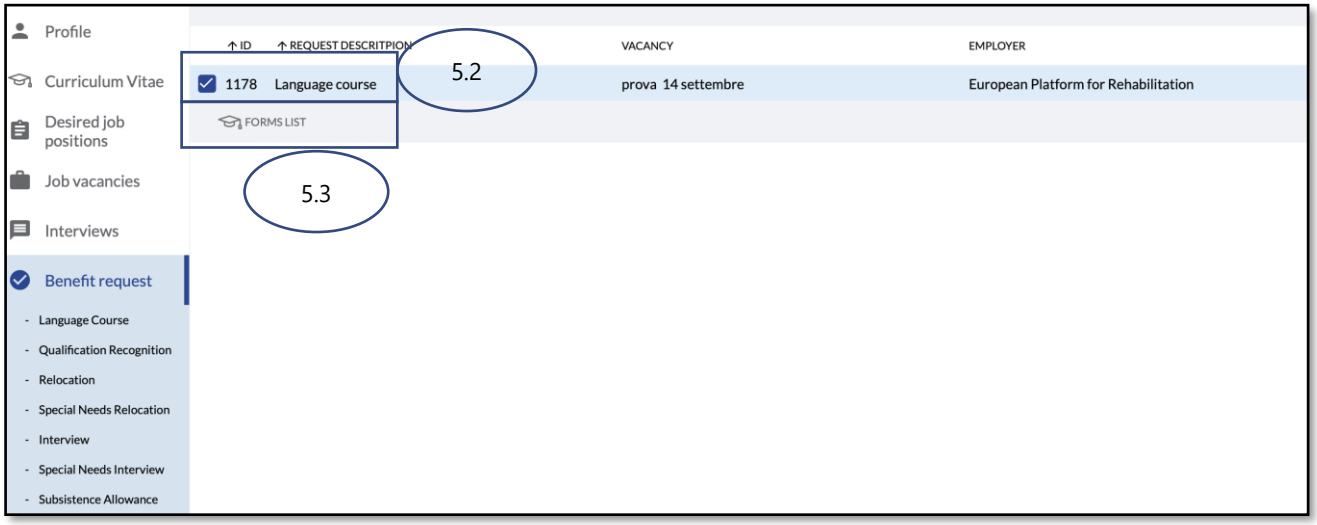
5

Sign the Language course allowance authorization request with the OTP code

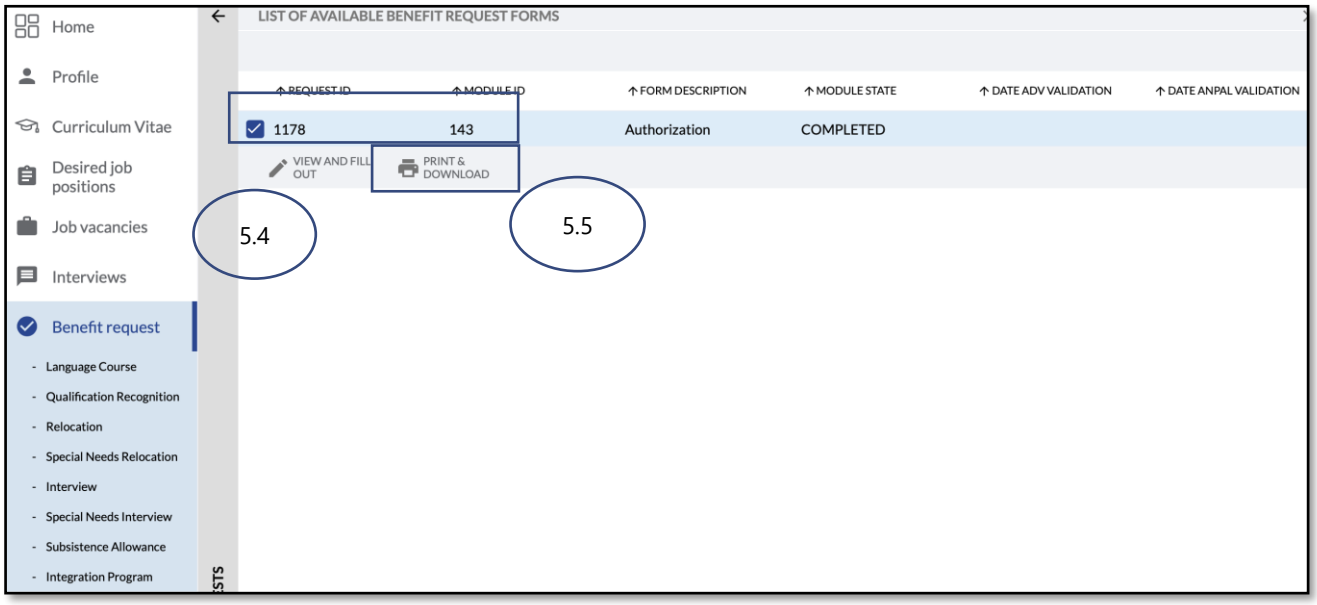
→ Go back to **Benefit Request** Area (#5.1)



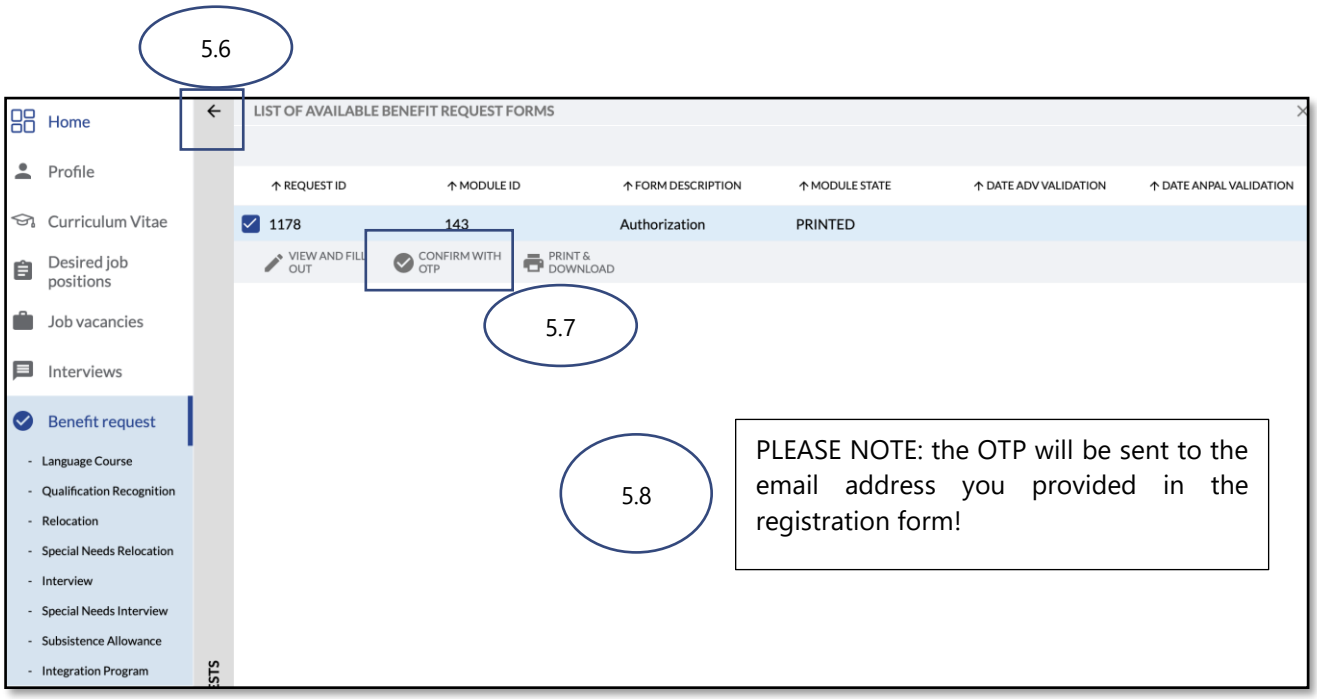
→ Flag **Language Course** (#5.2)
→ Select **Form List** (#5.3)



→ Flag **Authorization** (#5.4)
→ Select **Print and Download** and carefully read the Form (#5.5)



→ Go back to **Benefit Request** Area (#5.6)
→ Select **Confirm with OTP** (#5.7) to receive the One Time Password by email (#5.8)



→ Read the **One Time Password** received by email (#5.9)

With the support from
the European Union Programme
EaSI 2014-2020

5.9

Dear job **Nina**
Here is the OTP code you need to sign the document you are sending to us.
214285

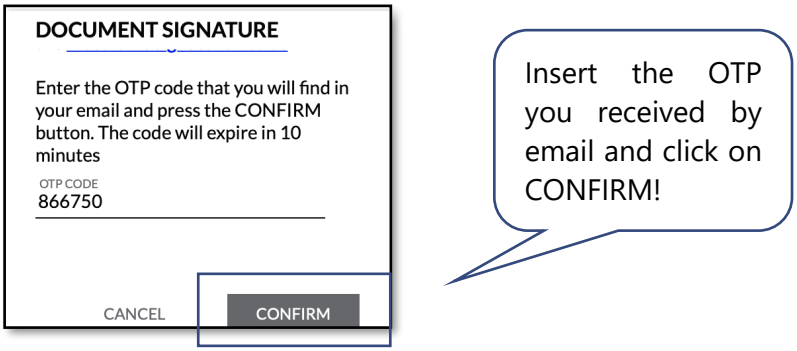
Please Note:
If it wasn't you, please contact the technical support.

Best Regards,
The project team
EURES National Coordination Office Italy

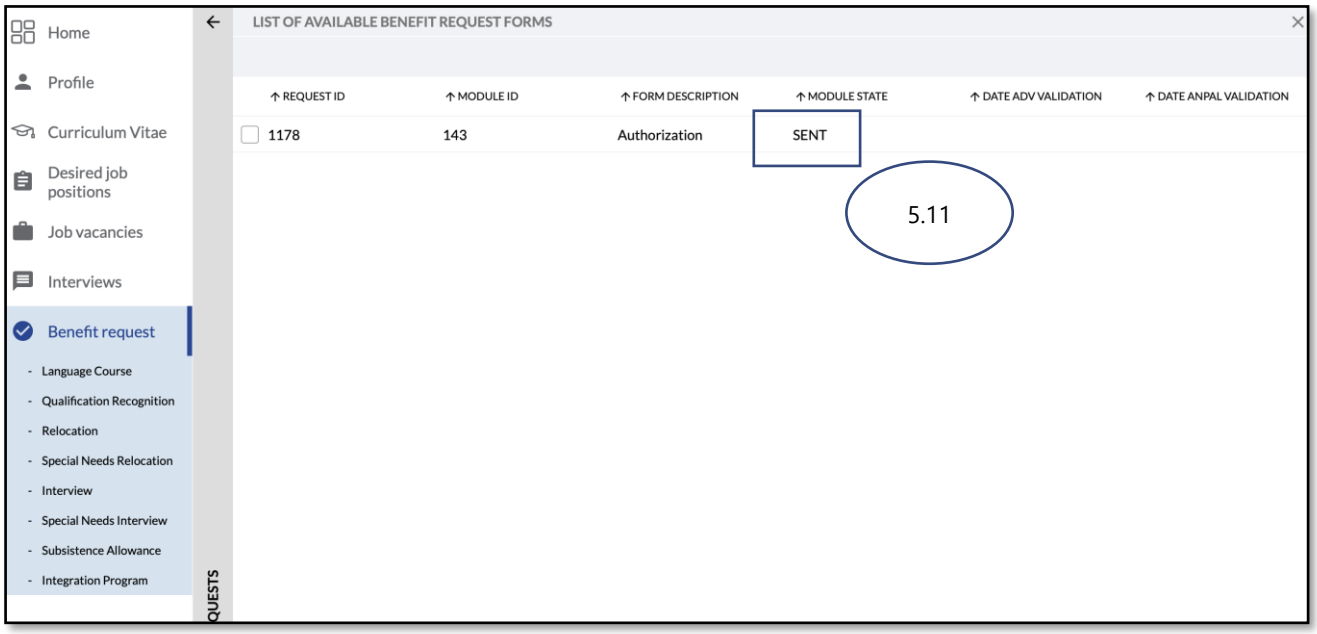
TMS © 2021

PLEASE NOTE: the OTP expires within 10 minutes!

→ Sign the **Language Course Allowance Authorization Request** (#5.10)



→ Your **Language Course Allowance Authorization Request** has been **Sent** (#5.11)



Check your notice in the platform to be informed once your request of authorization is validated by your EURES TMS Adviser. Once received it you can start your language course.

Once you have started your language course, you can apply for the Language Course Payment Request!

Before continuing, please, take a few minutes to read Nina and Glenn's conversation with the EURES TMS Adviser! Nina would like to claim a total reimbursement and Glenn prefers to apply for two instalments.

Hi, I'm Nina! I've just finished my language course. I would like to apply for a **total payment request**. What should I do?

Hi Nina, well done! Please, get your training certificate + receipt/invoice of payment of the language course, **read page 18-19** and **go to Choice 1** to apply for a **total payment request** (pp. 20-27)!

Hello, I'm Glenn! I've just started my language course and I would like to apply for an **advance payment request**. What should I do?

Hi Glenn, congrats!
Please, get your receipt/invoice of the advance payment of the language course, **read page 18-19** and **go to Choice 2** to apply for an **advance payment request** (pp. 28-34)!

Thank you! What about **my balance payment**? How and when should I apply for it?

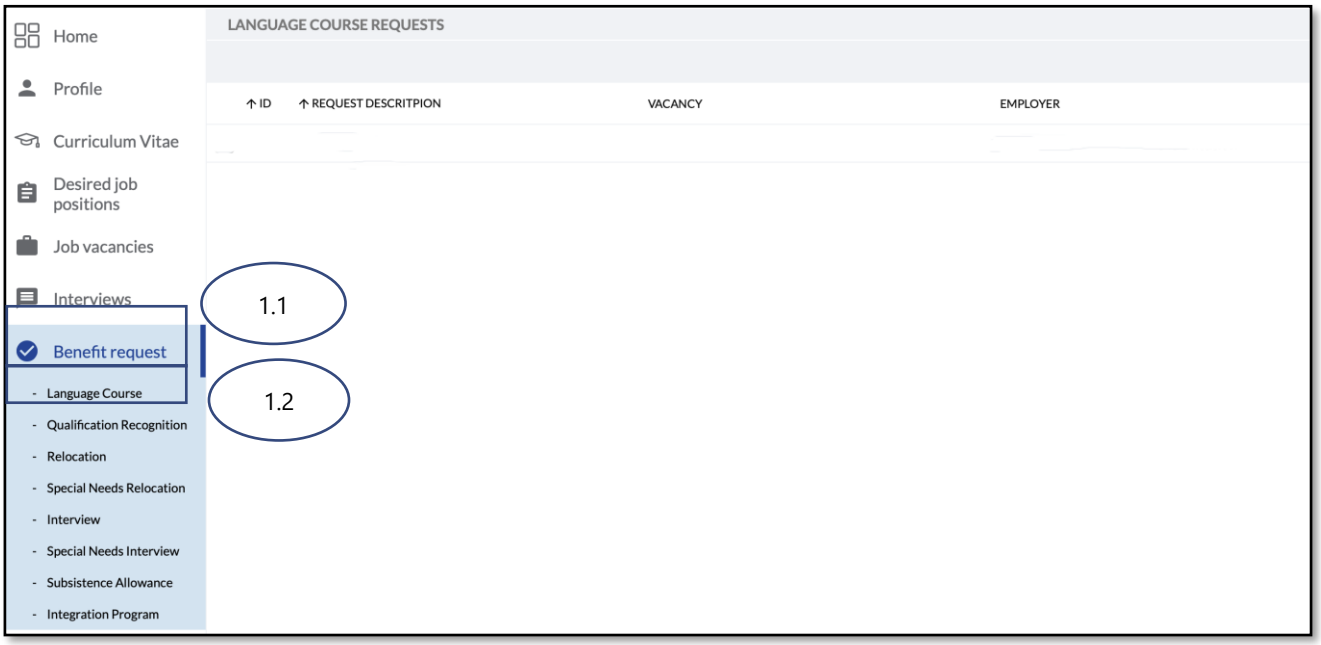
Don't worry, it's easy!
Once you finish your language course you can get your receipt/invoice of the balance payment of the language course + training certificate and **go to Choice 2** to apply for a **balance payment request** (pp.36-42)!
See you later...

Candidate application for reimbursement of Language course

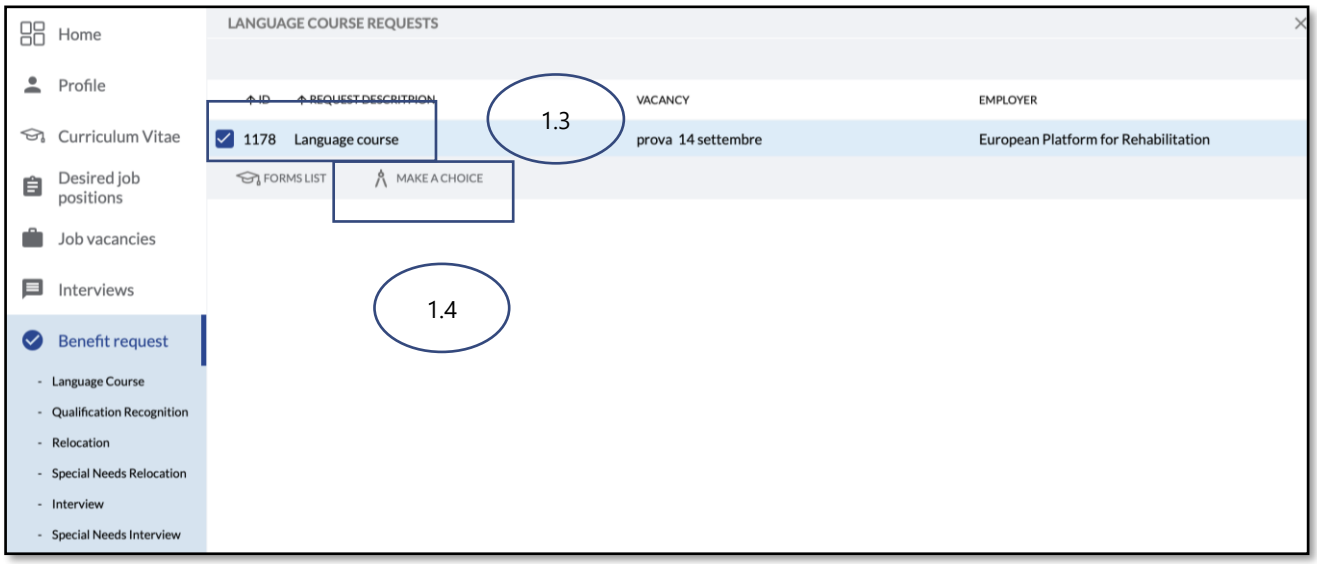
1

Fill in the language course payment request

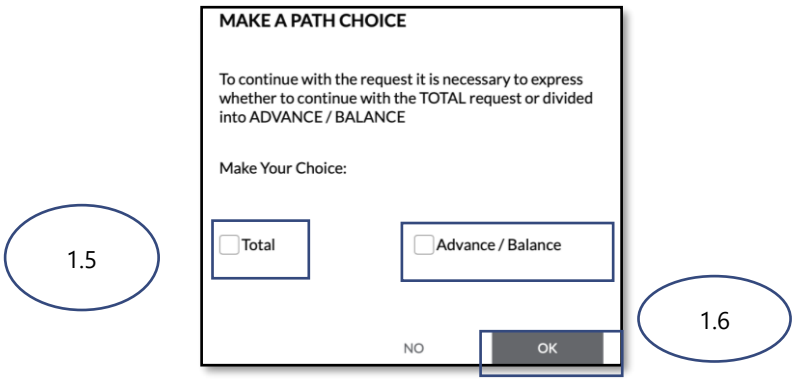
→ Select **Benefit Request** Area (#1.1)
→ Pick the **Language Course** (#1.2)



→ Flag **Language Course** (#1.3) and select **Make a Choice** (#1.4)



→ Select what kind of payment you want to request (**Total or Advance/Balance** (#1.5) and then press **OK** (#1.6)



Did you choose a **single reimbursement** of costs at the end of the course? Great! Get your **Training Certificate** + **receipt/invoice of payment of the language course cost** and click here to go to Choice 1 to apply for a **Total Payment Request!**

OR

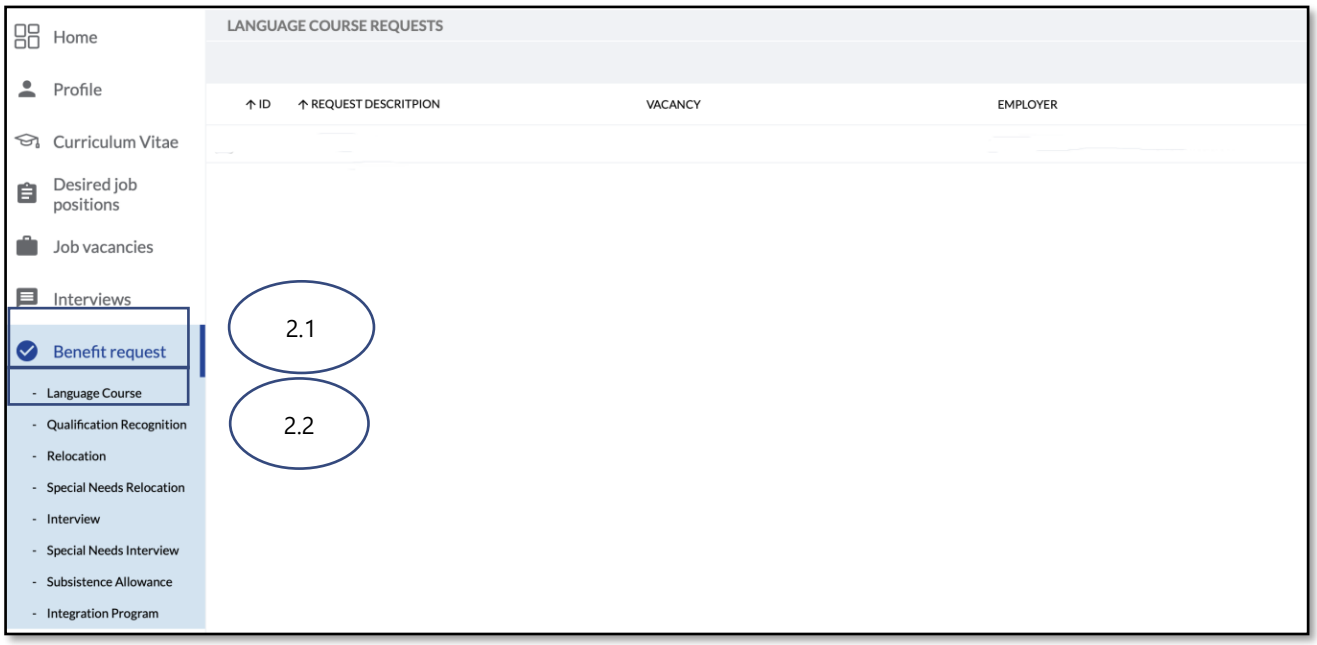
Did you choose a **double (intermediate and final) reimbursement?** Great! Click here to go to Choice 2 to apply for **an Advance and Balance Payment Request!**

CHOICE 1: *Total Payment request*

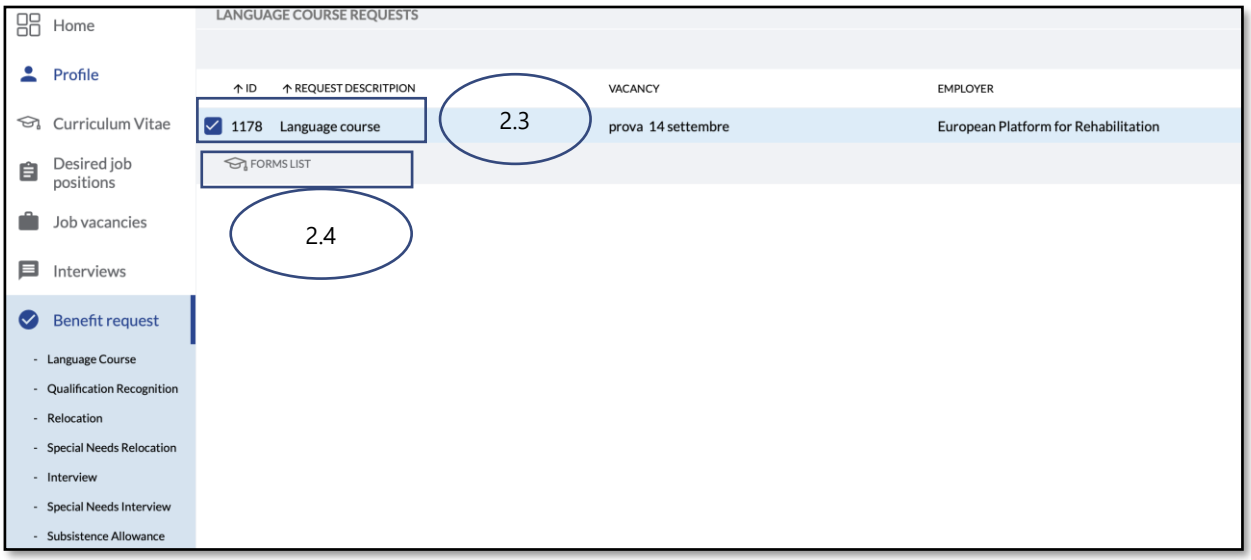
2

Total Payment request

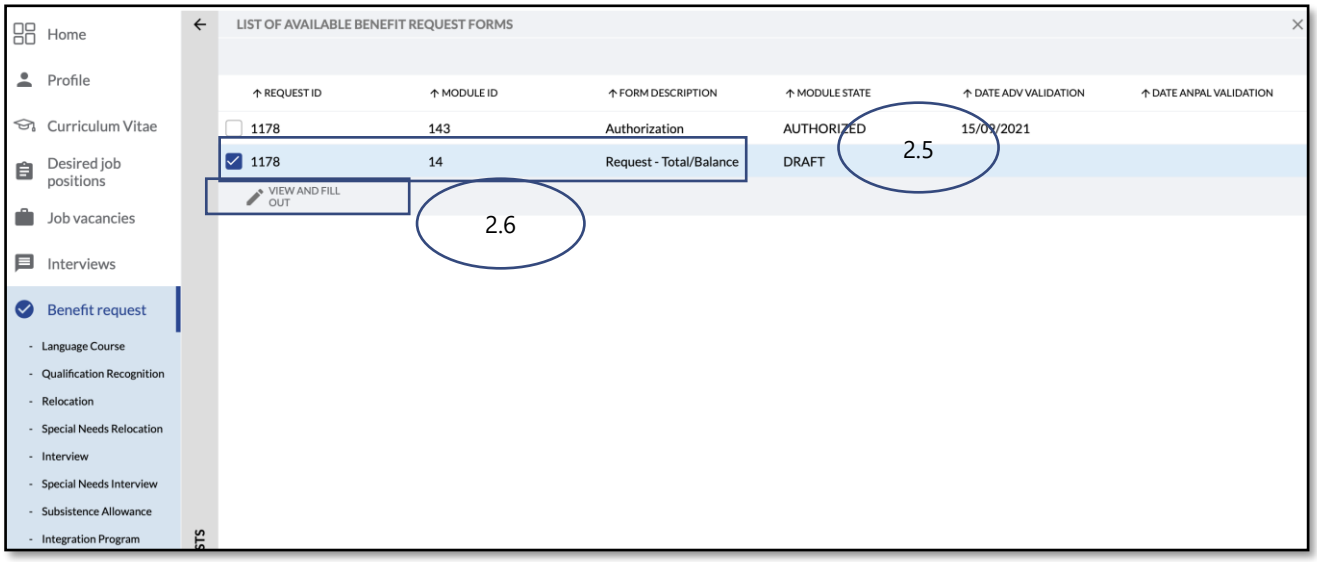
→ Go back to the **Benefit Request** Area (#2.1)
→ Pick the **Language Course** (#2.2)



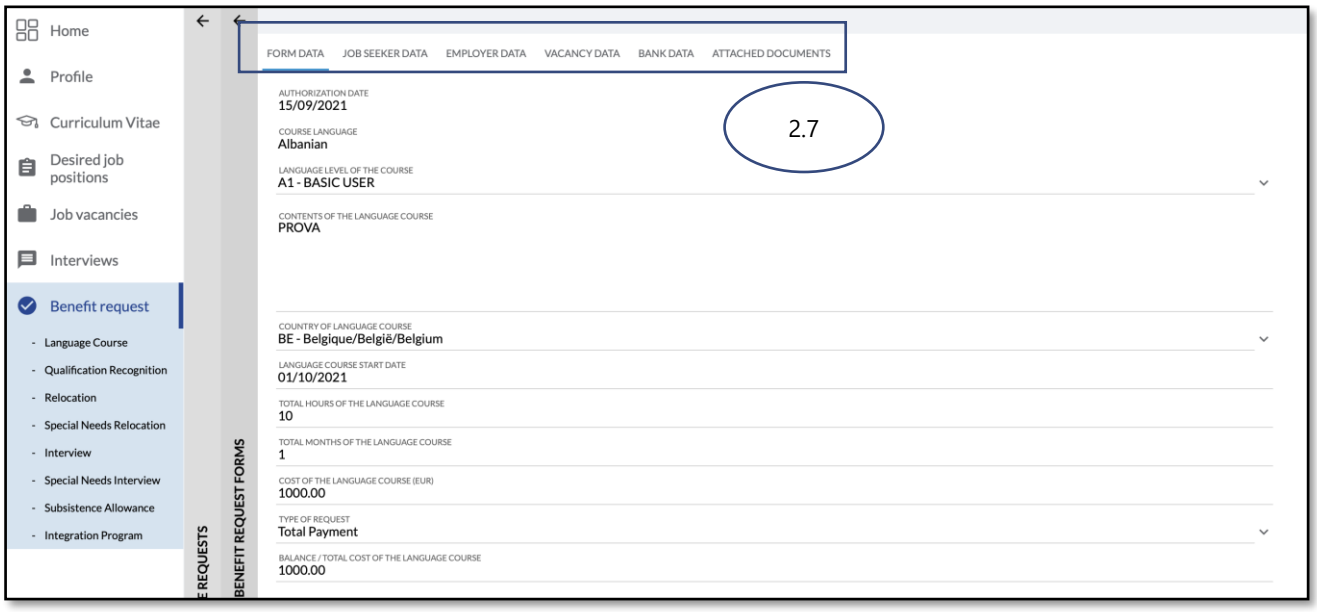
→ Flag **Language Course** (#2.3)
→ Select **Form List** (#2.4)



→ Flag **Total Request** (#2.5)
→ Select **View and Fill Out** (#2.6)

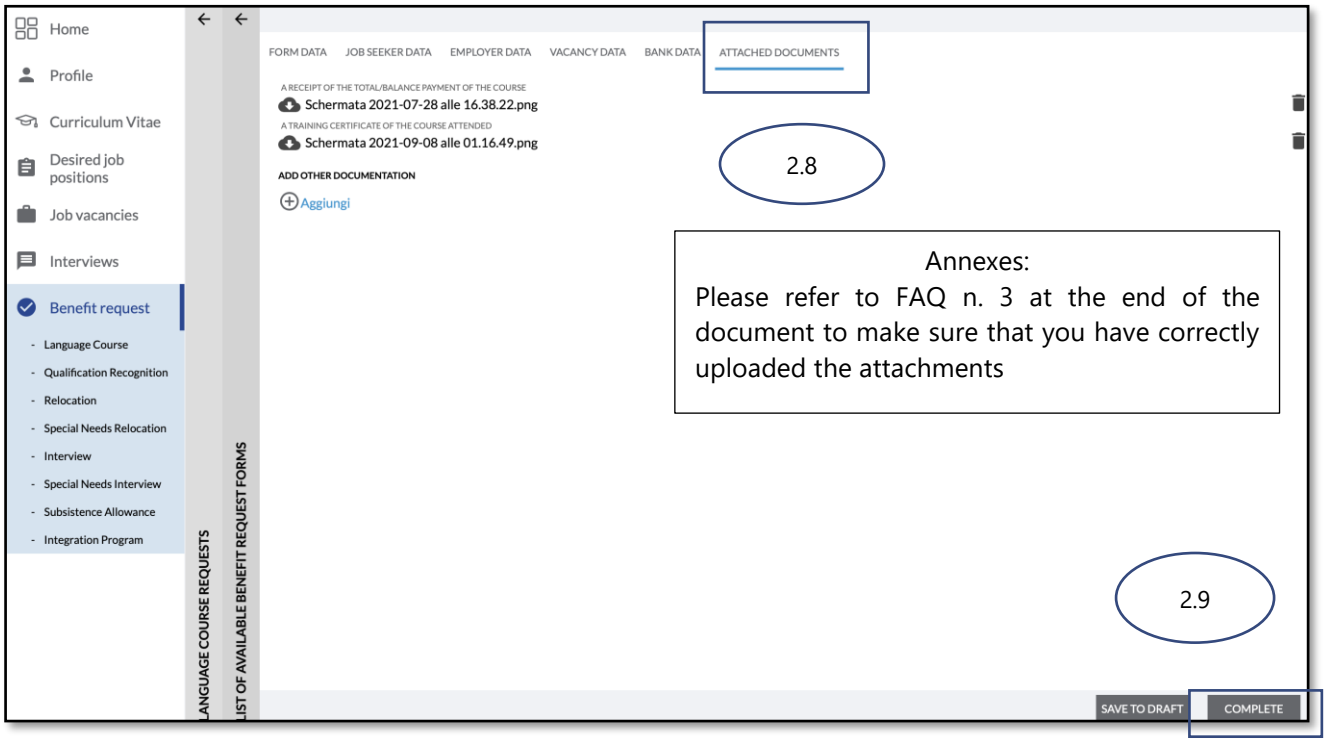


→ Make sure the information in **Form Data, Jobseeker Data, Employer Data, Bank Data** is correct (#2.7)



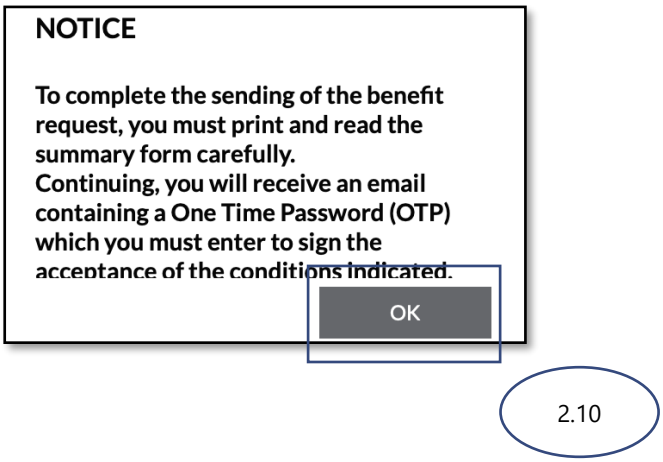
If you haven't done it yet: fill in the bank details item.
If you have already done it, be sure that all data are up-to-date and correctly filled. Please consider that the required financial benefit is payable only if your bank details are correct. The payment will be executed to the bank account indicated in this stage.
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 ID card uploaded is still valid and, if not, upload the new one before signing your application form!

→ Upload all the required **Attached Documents** (#2.8) and click on **Complete** (#2.9)



→ Read the instruction you received and click on **ok** (#2.10)

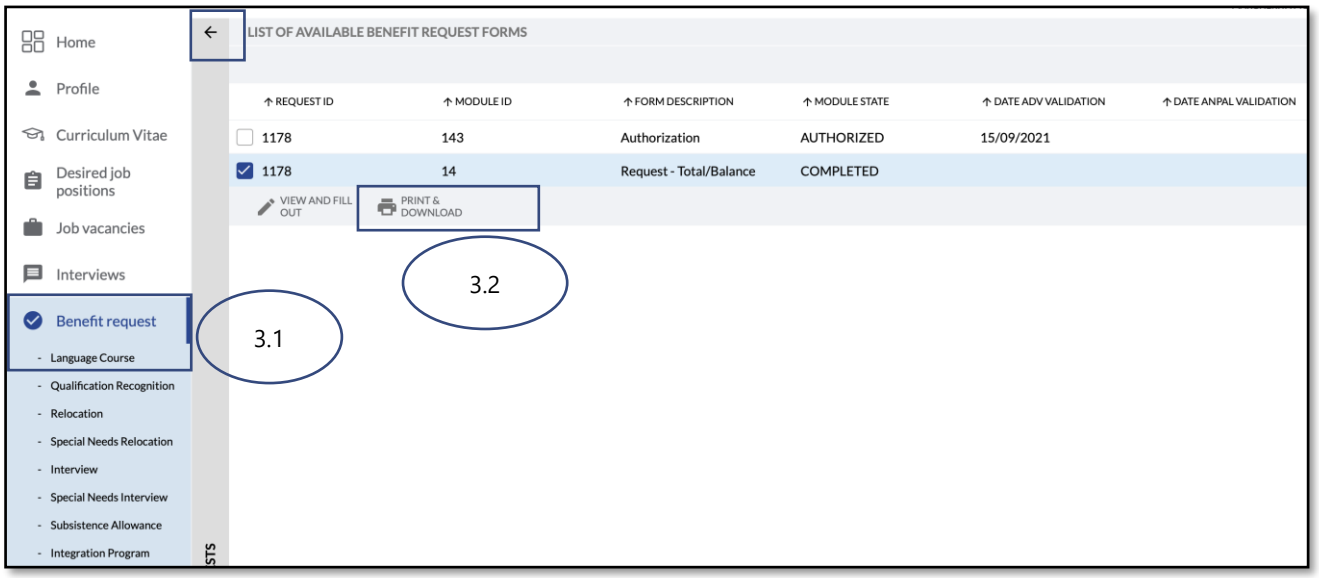
PLEASE NOTE: remember to go back to "Benefit Request Menu" to sign the request.



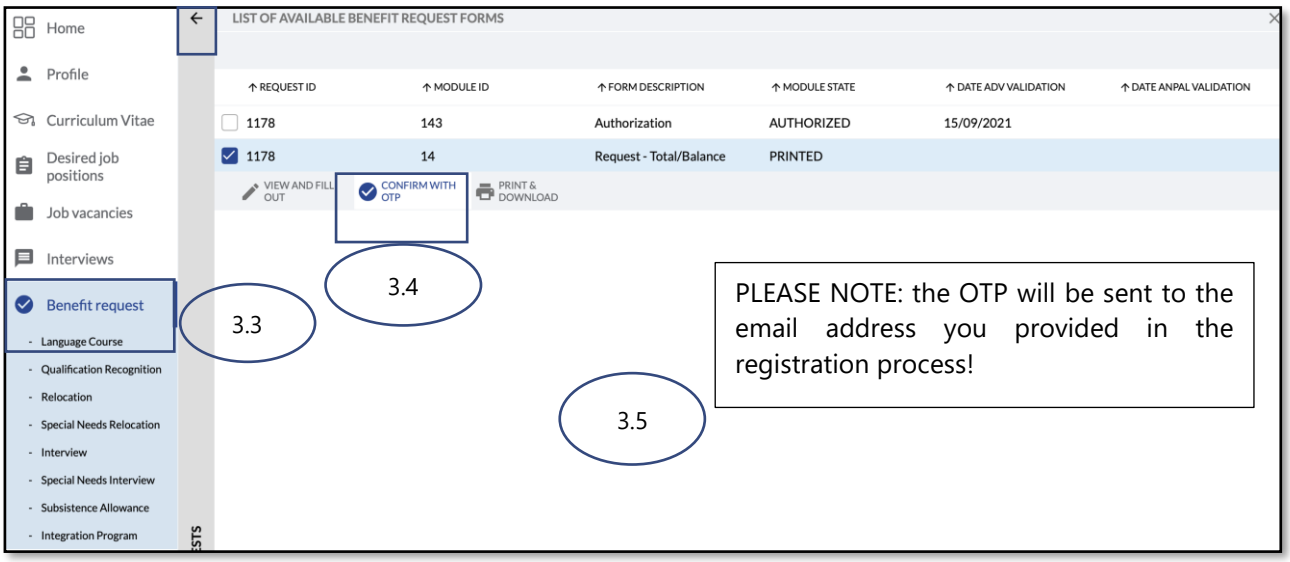
3

Sign the Language course total payment request with the OTP code

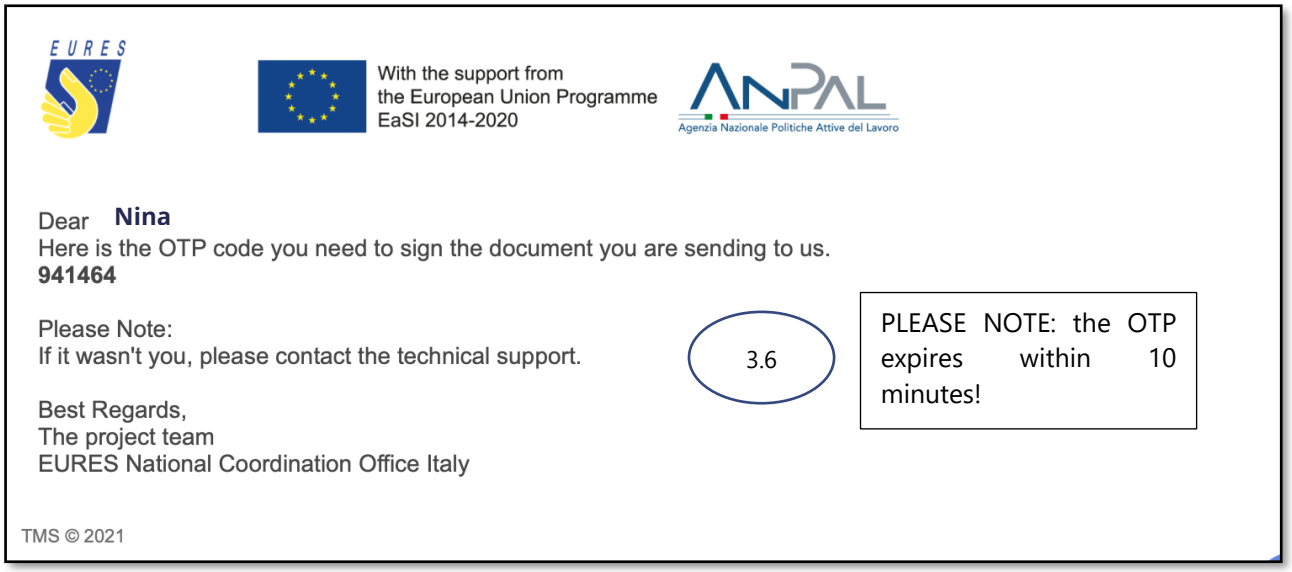
→ Go back to the **Benefit Request - Language Course** Area(#3.1)
→ Select **Print and Download** and carefully **read the form** (#3.2)



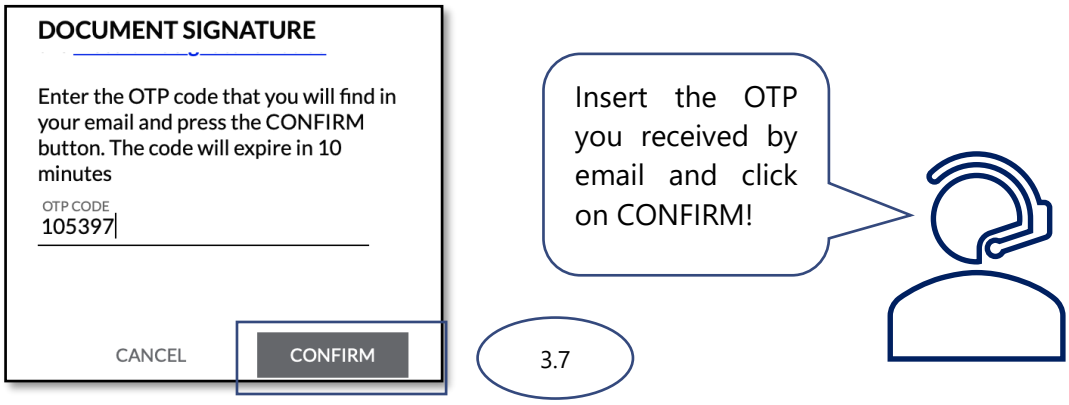
→ Go back to the **Benefit Request - Language Course** area (#3.3)
→ Select **Confirm with OTP** (#3.4) to receive the One Time Password by email (#3.5) to

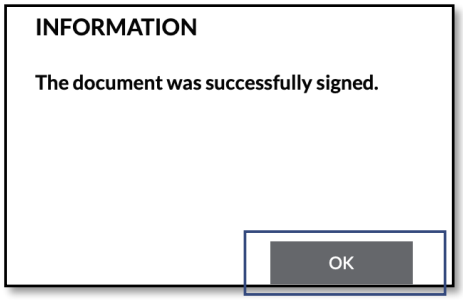


→ Read the **One Time Password** you receveid by email (#3.6)

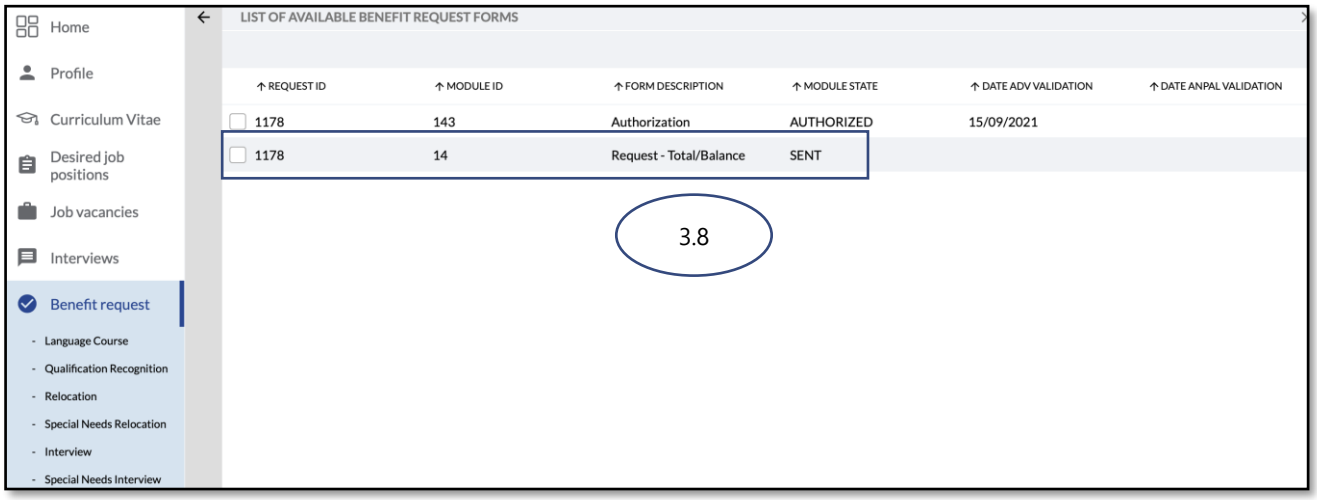


→ Sign the **Language Course Total Payment Request with the OTP** you received (#3.7)





→ Your **Language Course Total Payment Request** has been **Sent** (#3.8)



Did anything go wrong? Do you need more information? **Go to page 43-45**.

CHOICE 2: *Advance and Balance Payment request*

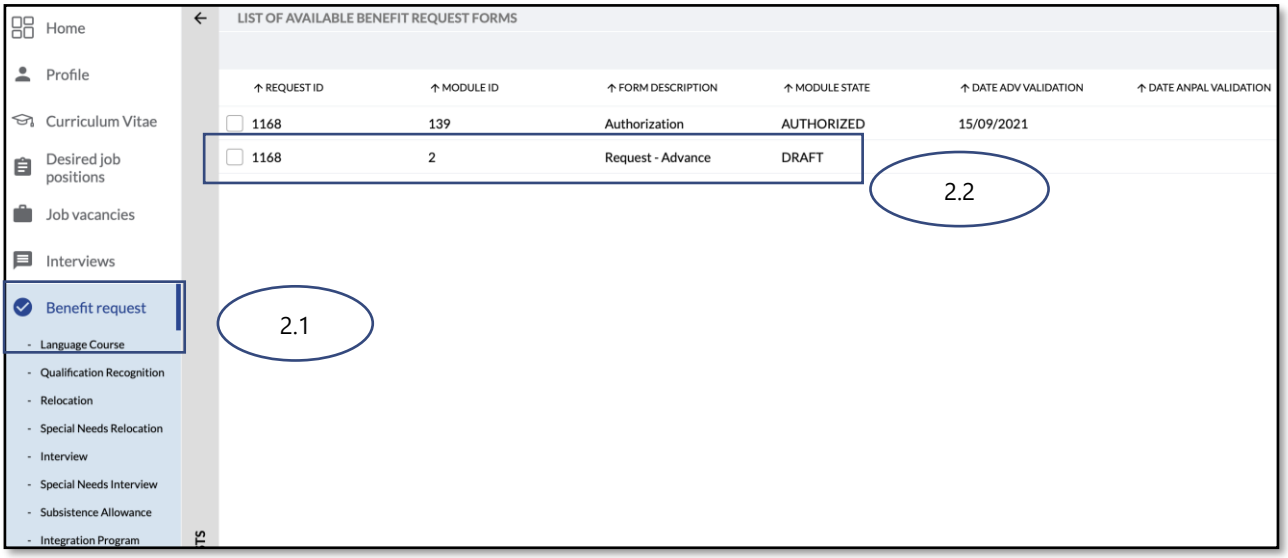
Dear EURES TMS Adviser, I have just started my language course, after receiving your authorization, could you help me to apply for advance and total payment?

Hey Glenn, yes sure!
Follow me on the next page…

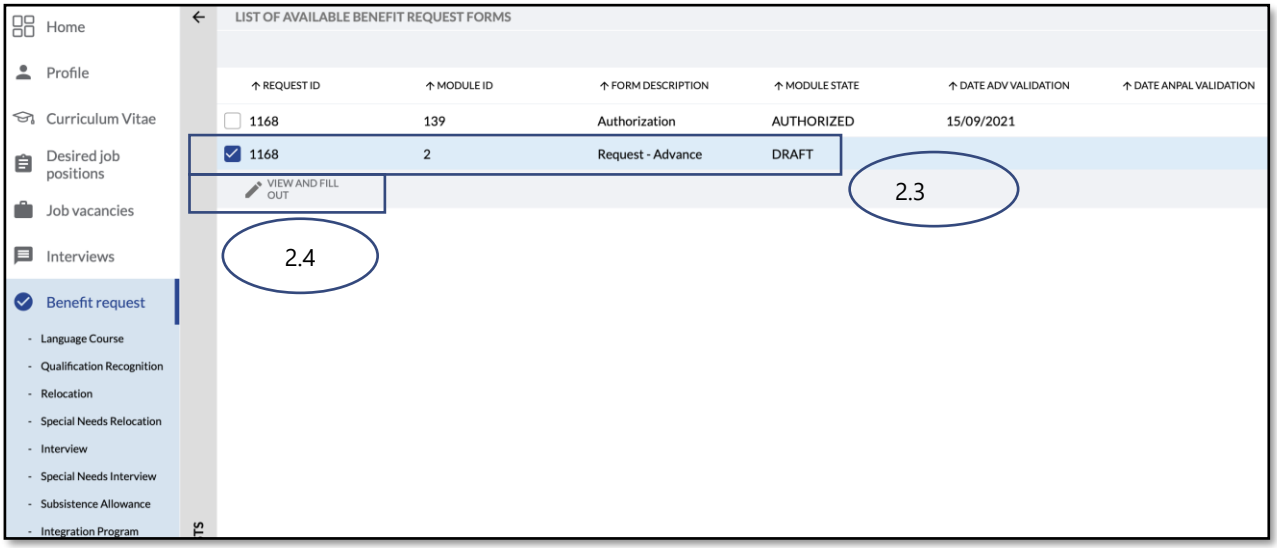
2

Language course advance payment request

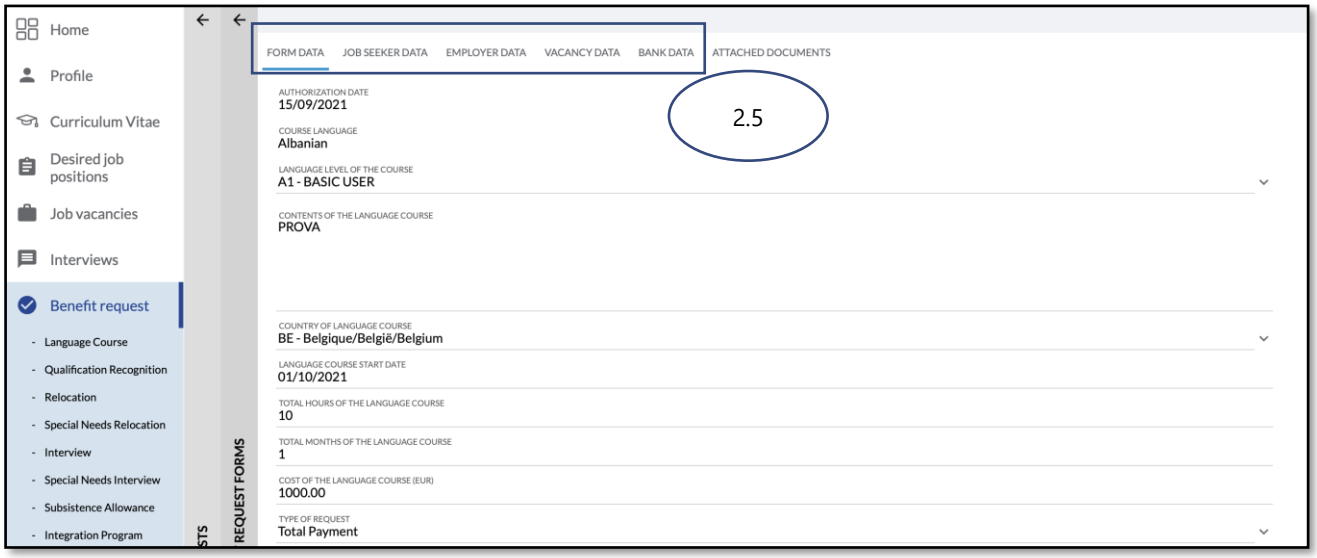
→ Go back to **Benefit Request** Area (#2.1)
→ Pick **Language Course** request (#2.2)



→ Flag the **Request - Advance** (#2.3)
→ Select **View and Fill Out** (#2.4)

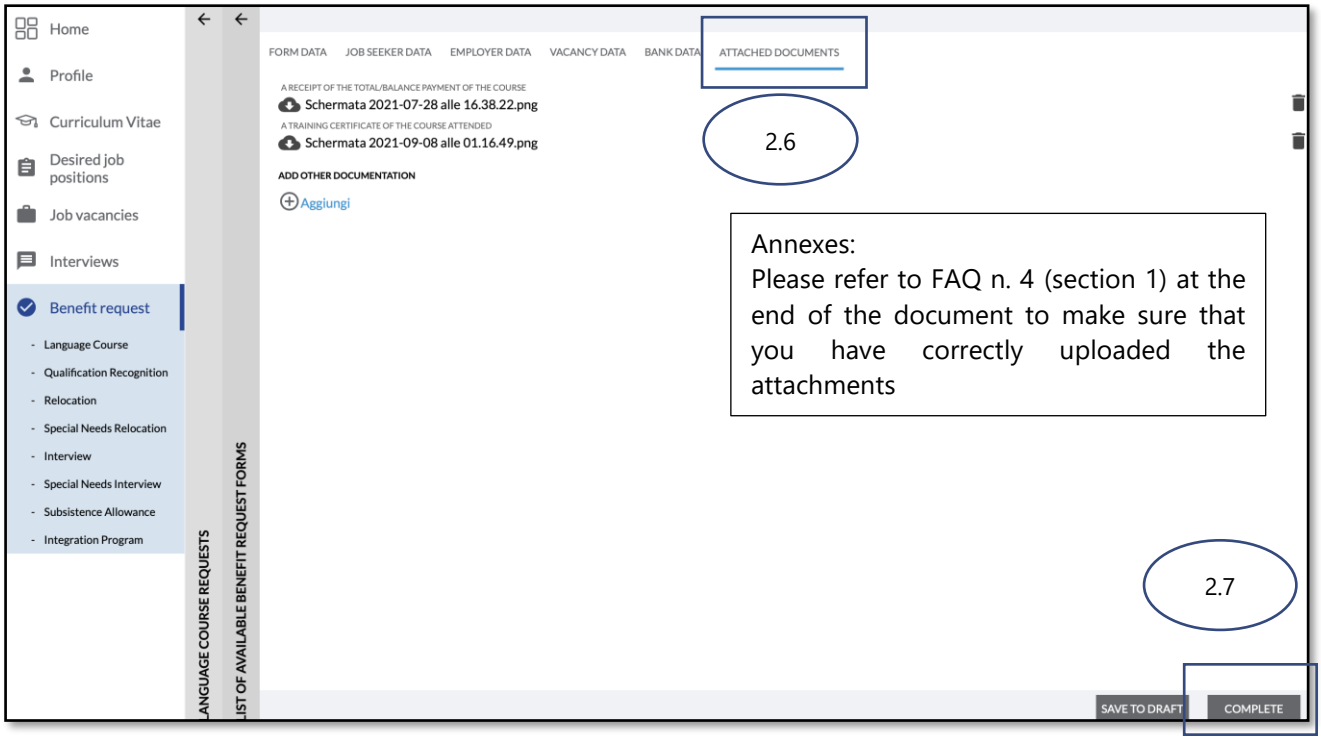


→ Check the information in **Form Data, Jobseeker Data, Employer Data and Bank Data** is correct (#2.5)



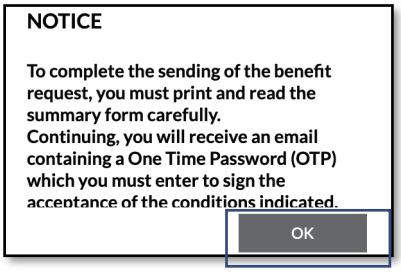
If you haven't done it yet: fill in the bank details item.
If you have already done it, be sure that all data are up-to-date and correctly filled. Please consider that the required financial benefit is payable only if your bank details are correct. The payment will be executed to the bank account indicated in this stage.
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 ID card uploaded is still valid and, if not, upload the new one before signing your application form!

→ Upload all the required **Attached Documents** (#2.6) and click on **Complete** (#2.7)



→ Read the instruction you received and click on **ok** (#2.8)

PLEASE NOTE: Remember to go back to the "Benefit Request Menu" to sign the request!

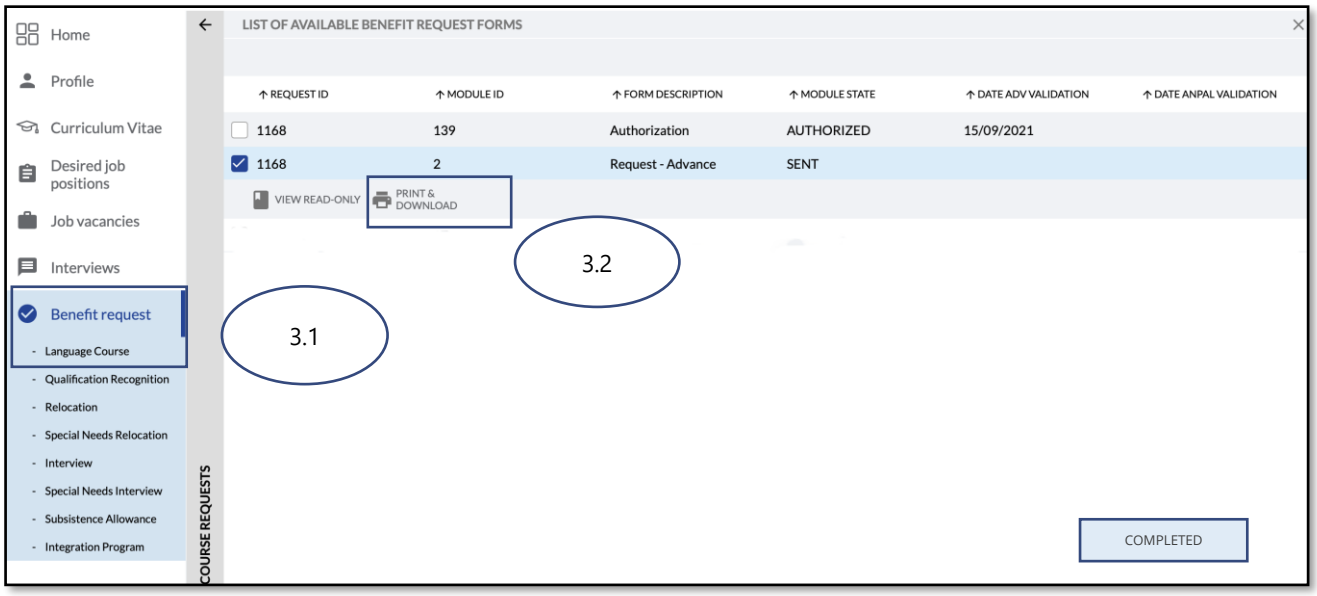


2.8

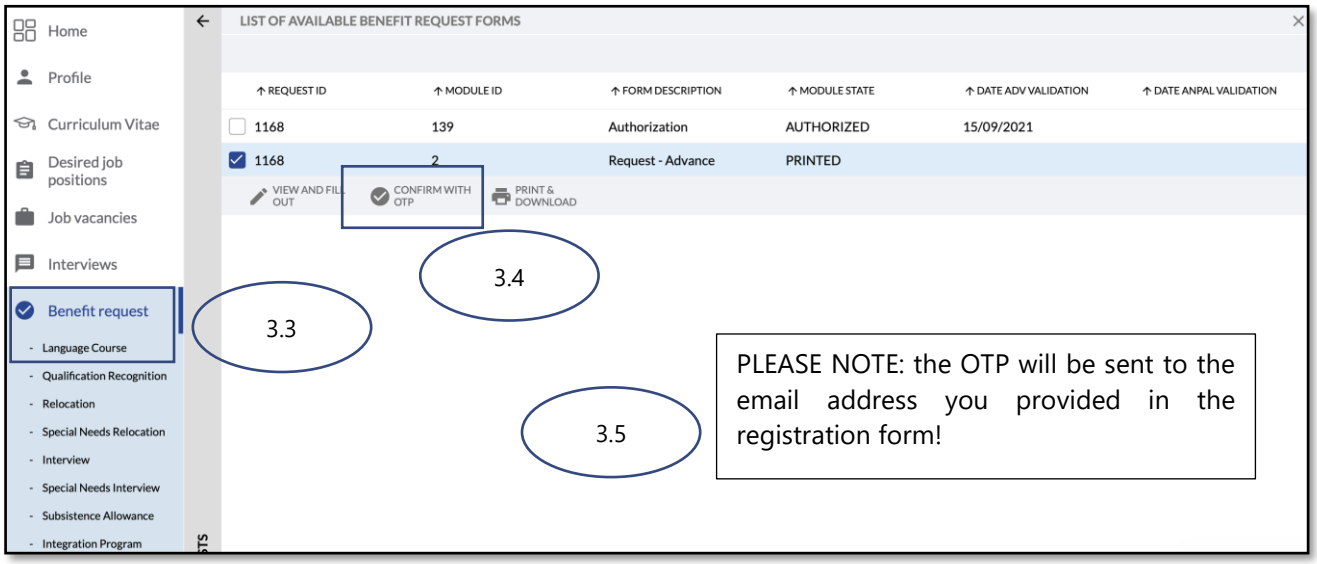
3

Sign the Language course advance payment request with the OTP code

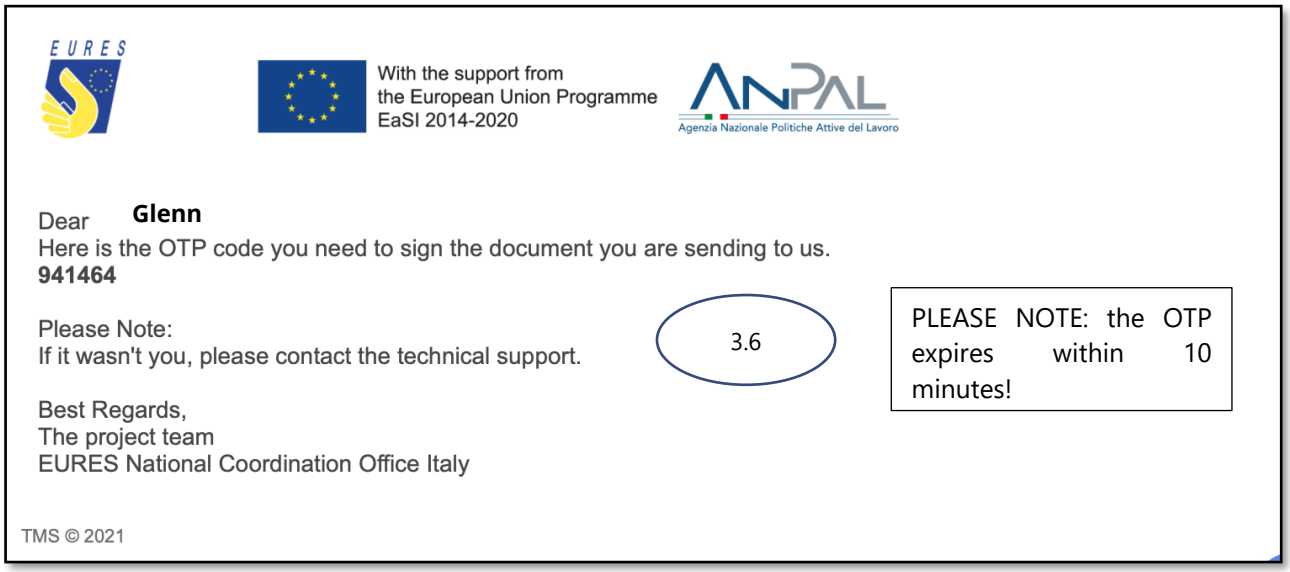
→ Go back to the **Benefit Request-Language Course** Area (#3.1)
→ Select **Print and Download** and carefully **read the Form** (#3.2)



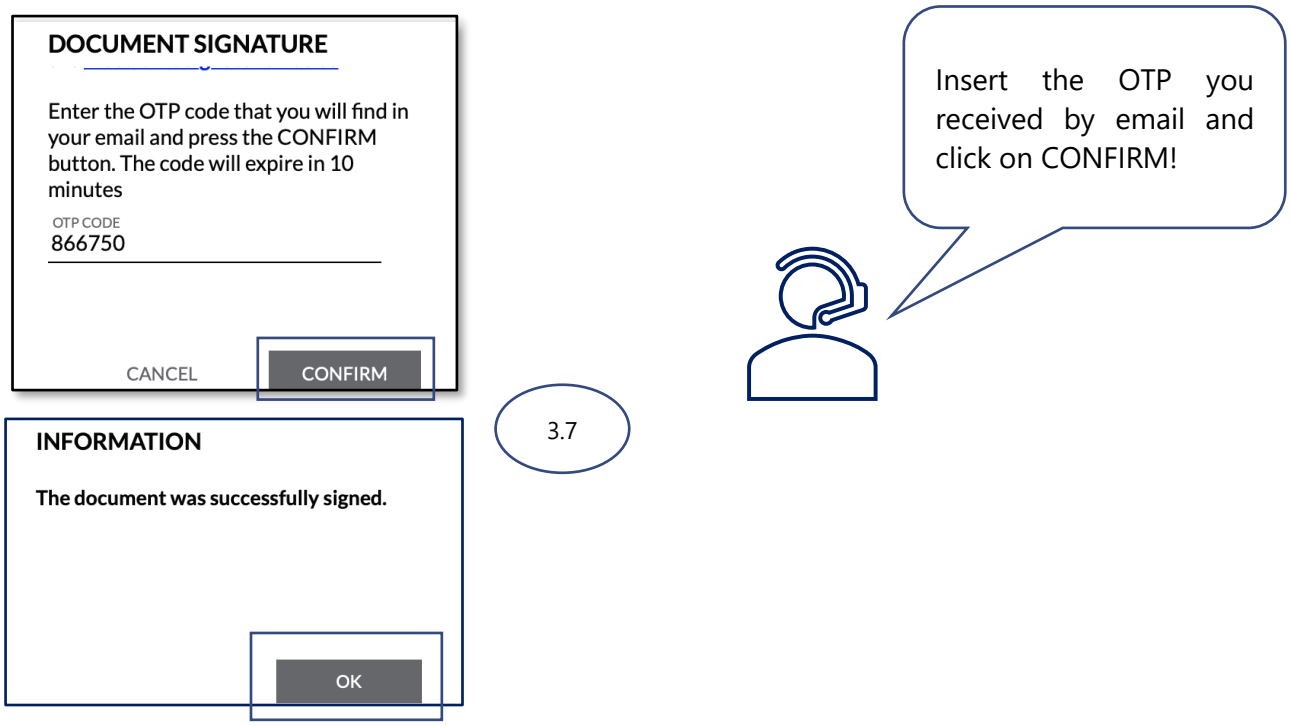
→ Go back to the **Benefit Request - Language Course** area (#3.3)
→ Select **Confirm with OTP** (#3.4) to receive the One Time Password by email (#3.5)



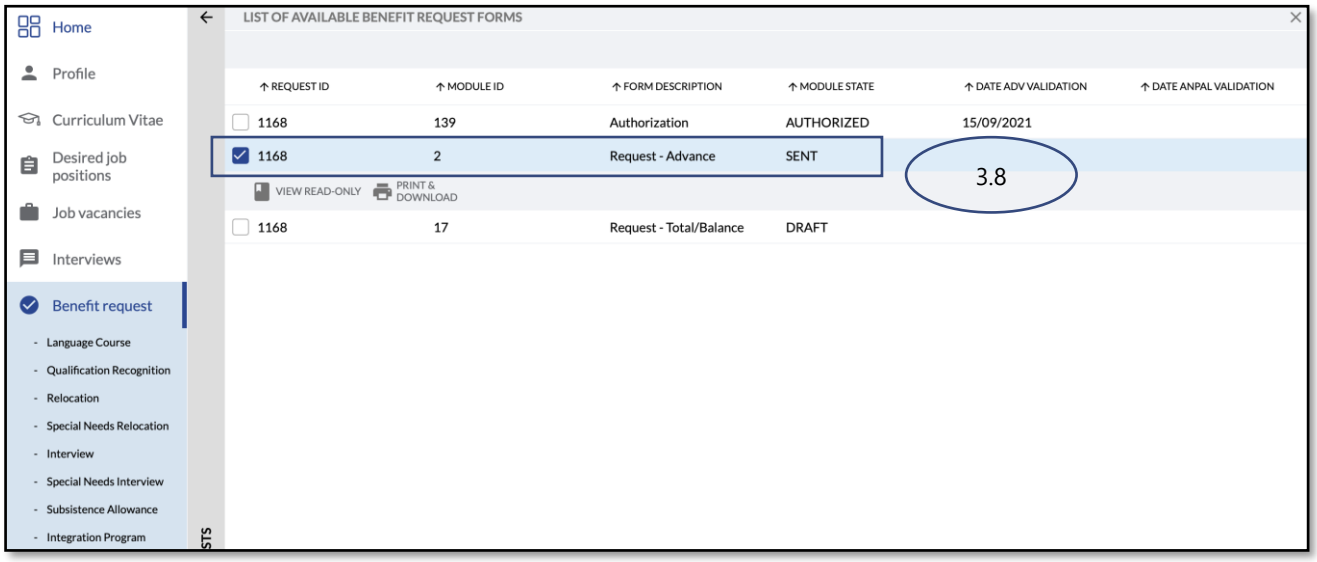
→ Read the **One Time Password** you receveid by email (#3.6)



→ Sign the **Advance Payment Request with the OTP** you received (#3.7)



→ Your **Language Course Advance Payment Request** has been **Sent** (#3.8)



Some time later…

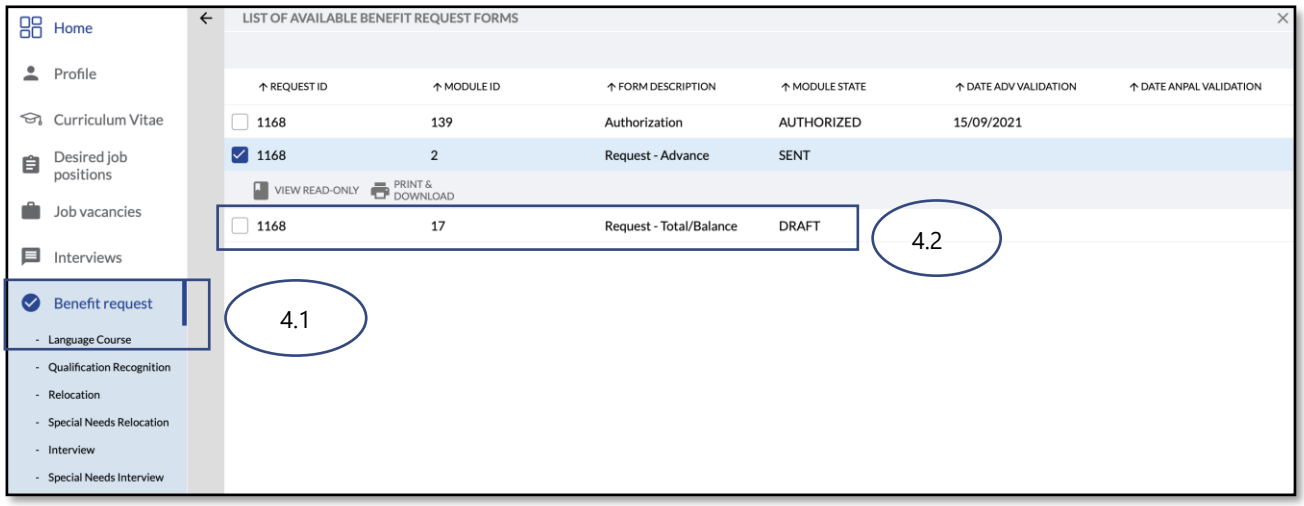
Dear EURES TMS Adviser, I received the training certificate of attendance and I paid the balance to the language school… I am now ready to apply for the balance payment request.

Perfect, please fill in the balance language course payment request form, check FAQ n. 4 (section 2) for annexes… and follow me to **step 4**, on the next page!

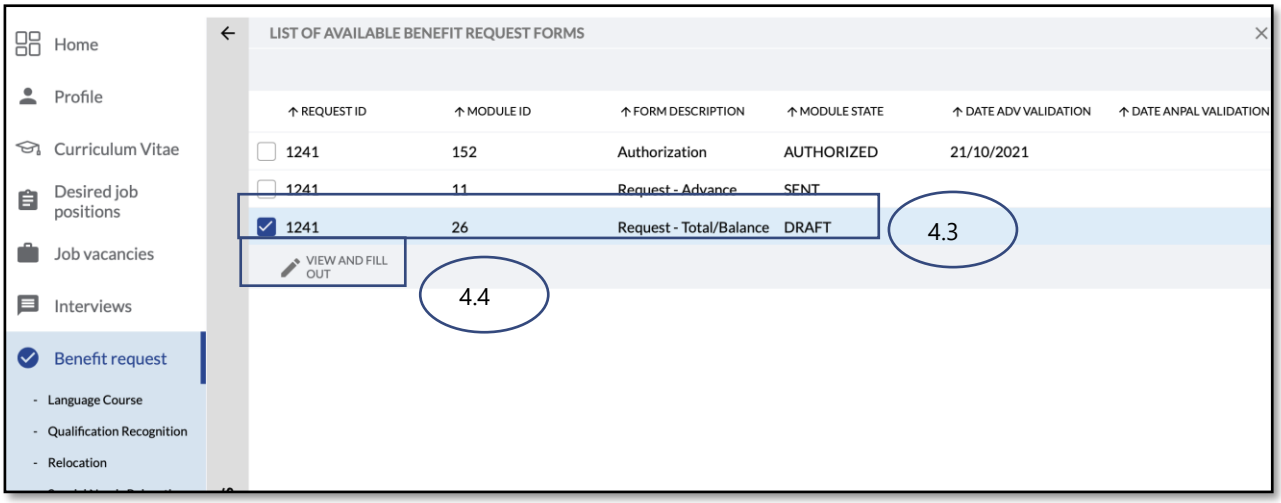
4

Language course balance payment request

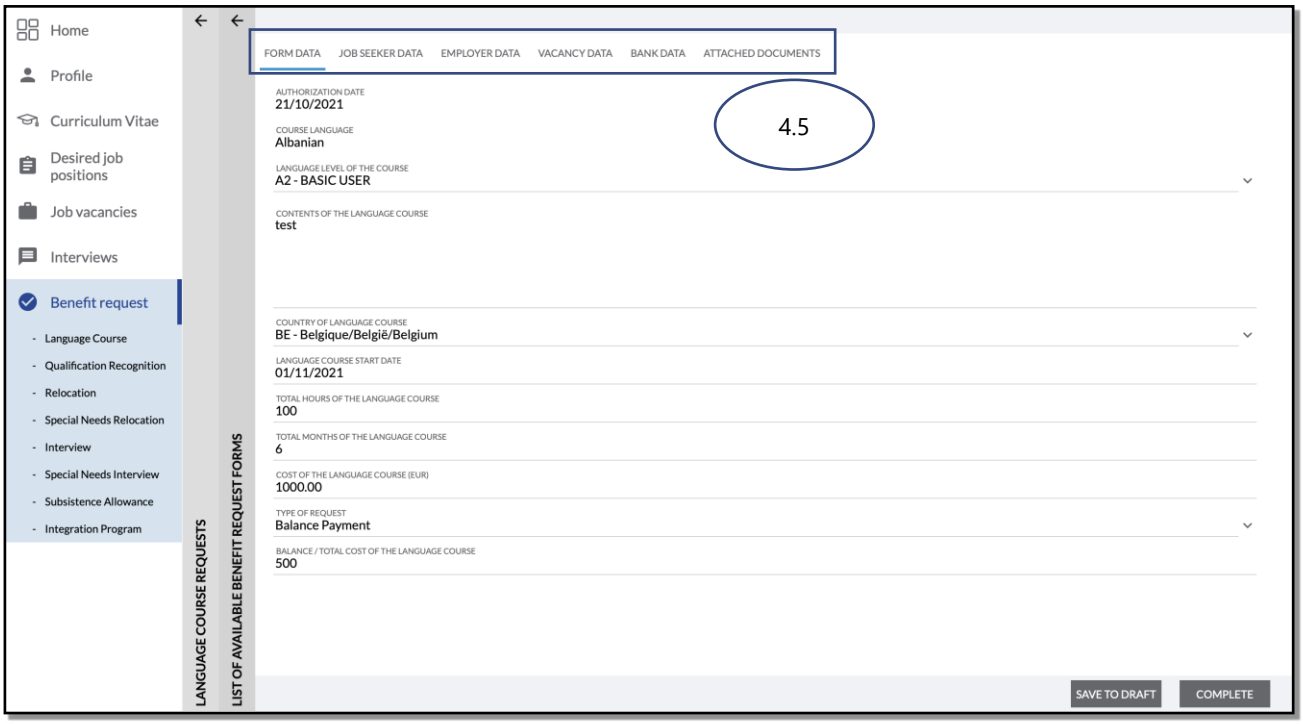
→ Open **Benefit request** – **Language Course** area (#4.1)
→ Select the **Request -Total/Balance** (#4.2)



→ Flag the **Request – Total/Balance** (#4.3)
→ Select **View and Fill Out** (#4.4)

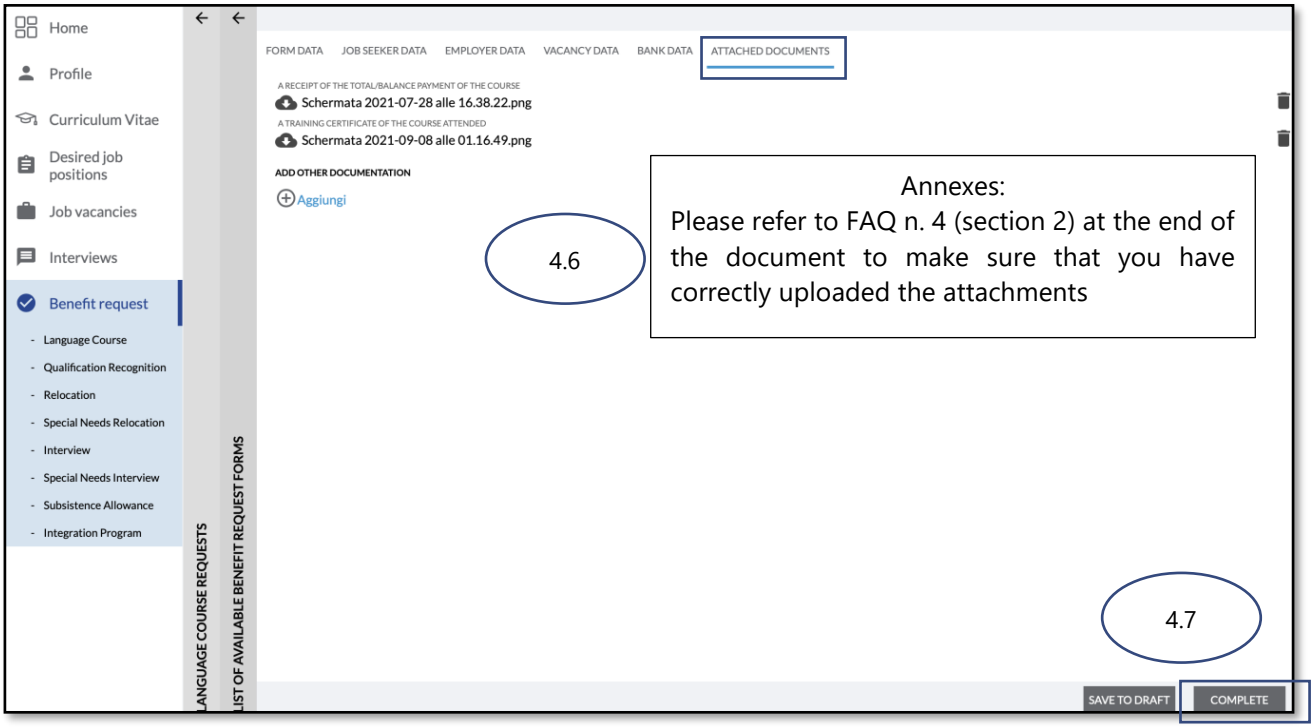


→ Check the information in **Form Data, Jobseeker Data, Employer Data and Bank Data** is correct (#4.5)



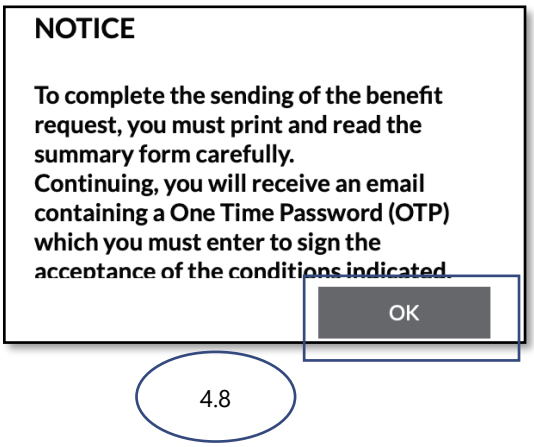
The payment will be executed to the bank account indicated during the advance payment request.

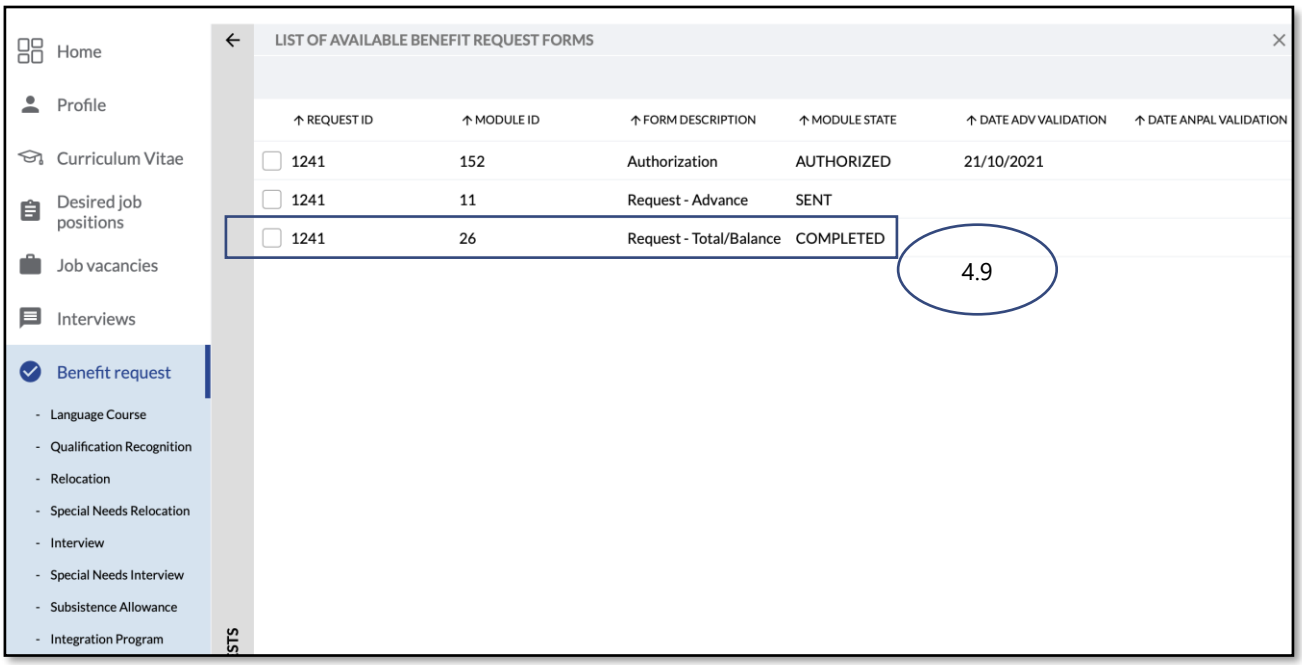
→ Upload all the required **Attached Documents** (#4.6) and click on **Complete** (#4.7)

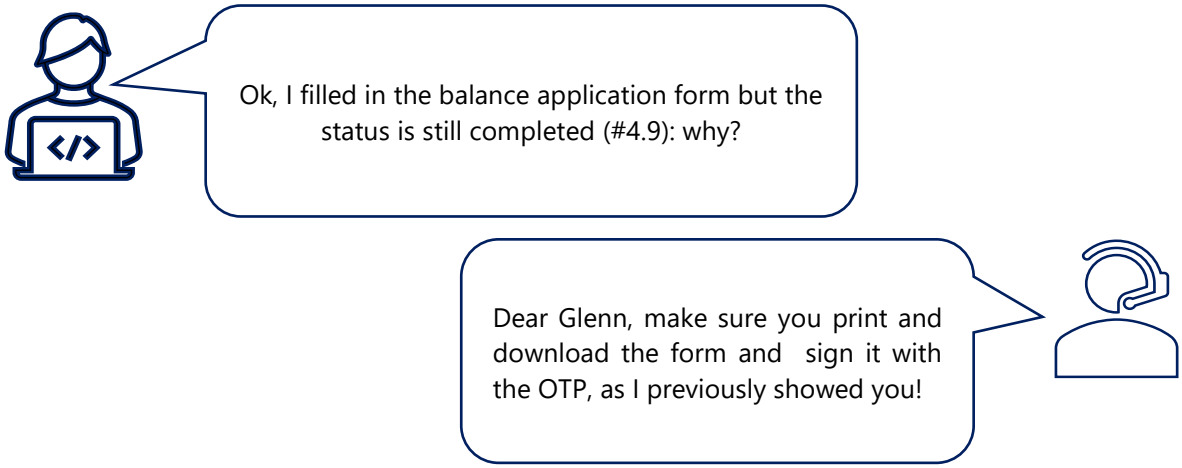


→ Read the instruction you received and click on **ok** (#4.8)

PLEASE NOTE: Remember to go back to the "Benefit Request Menu" to sign the request!



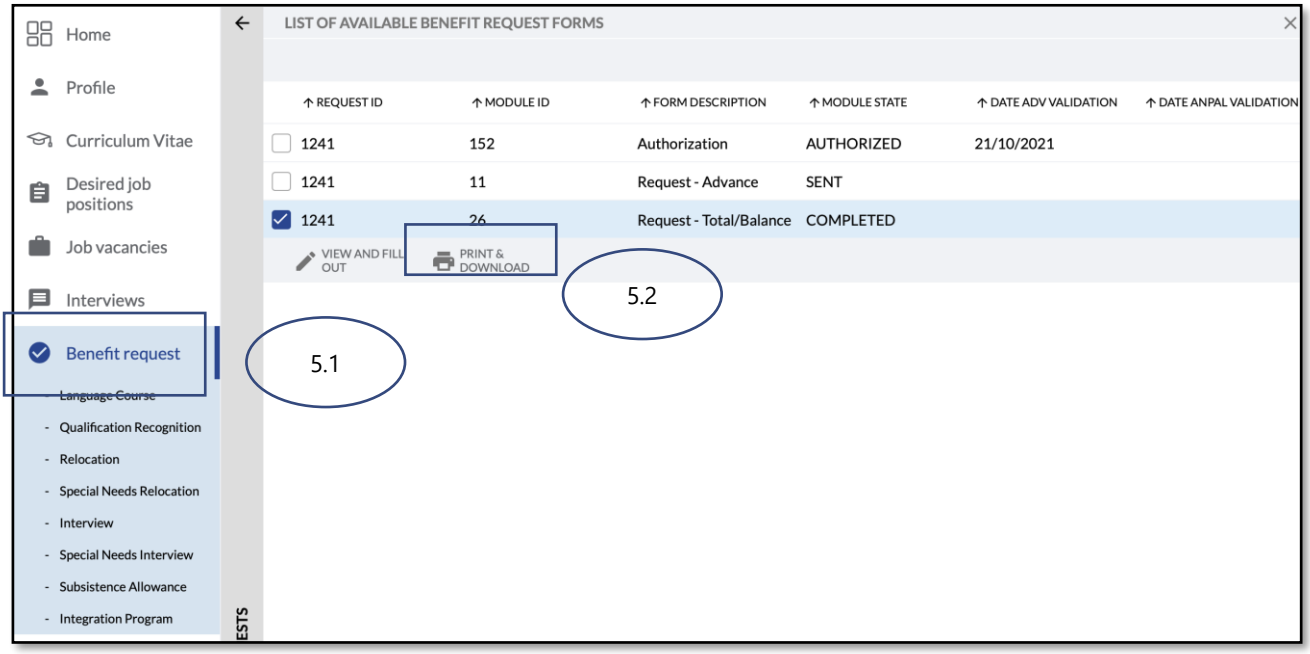

Home
Profile
Curriculum Vitae
Desired job positions
Job vacancies
Interviews
Benefit request
- Language Course
- Qualification Recognition
- Relocation
- Special Needs Relocation
- Interview
- Special Needs Interview
- Subsistence Allowance
- Integration Program
LIST OF AVAILABLE BENEFIT REQUEST FORMS
REQUEST ID
MODULE ID
FORM DESCRIPTION
MODULE STATE
DATE ADV VALIDATION
DATE ANPAL VALIDATION
1241 152 Authorization AUTHORIZED 21/10/2021
1241 11 Request - Advance SENT
1241 26 Request - Total/Balance COMPLETED
4.9


Ok, I filled in the balance application form but the status is still completed (#4.9): why?
Dear Glenn, make sure you print and download the form and sign it with the OTP, as I previously showed you!

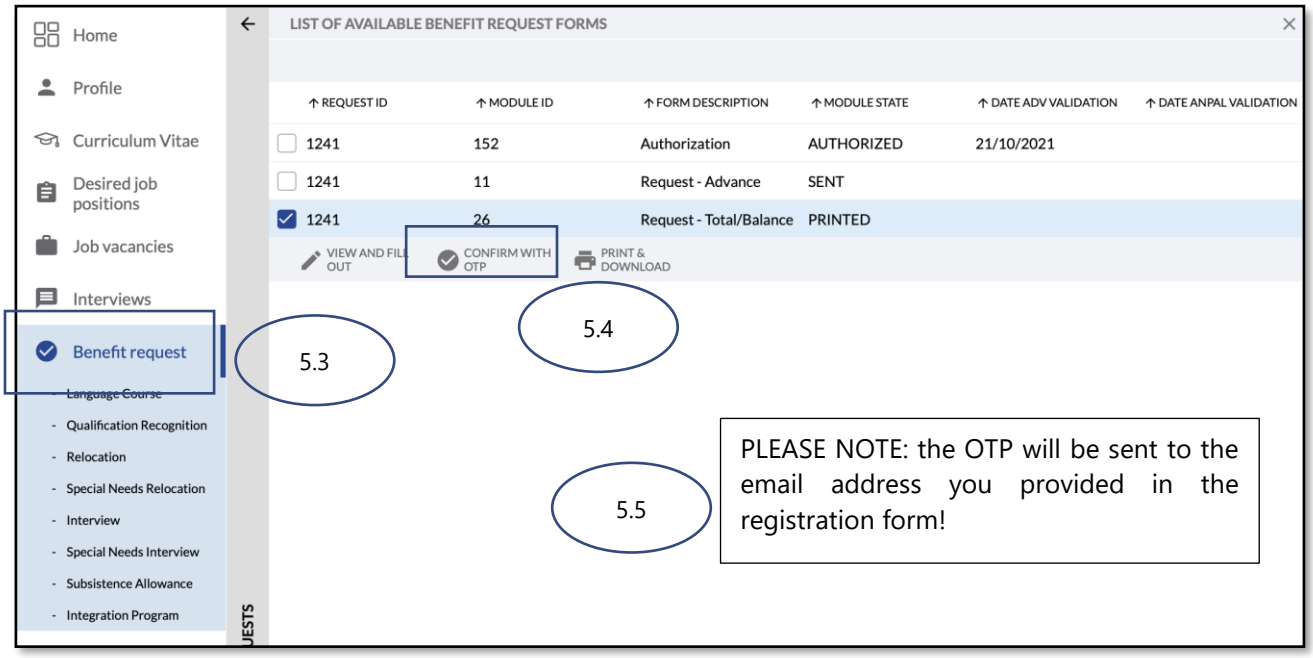
5

Sign the Language course balance payment request with the OTP code

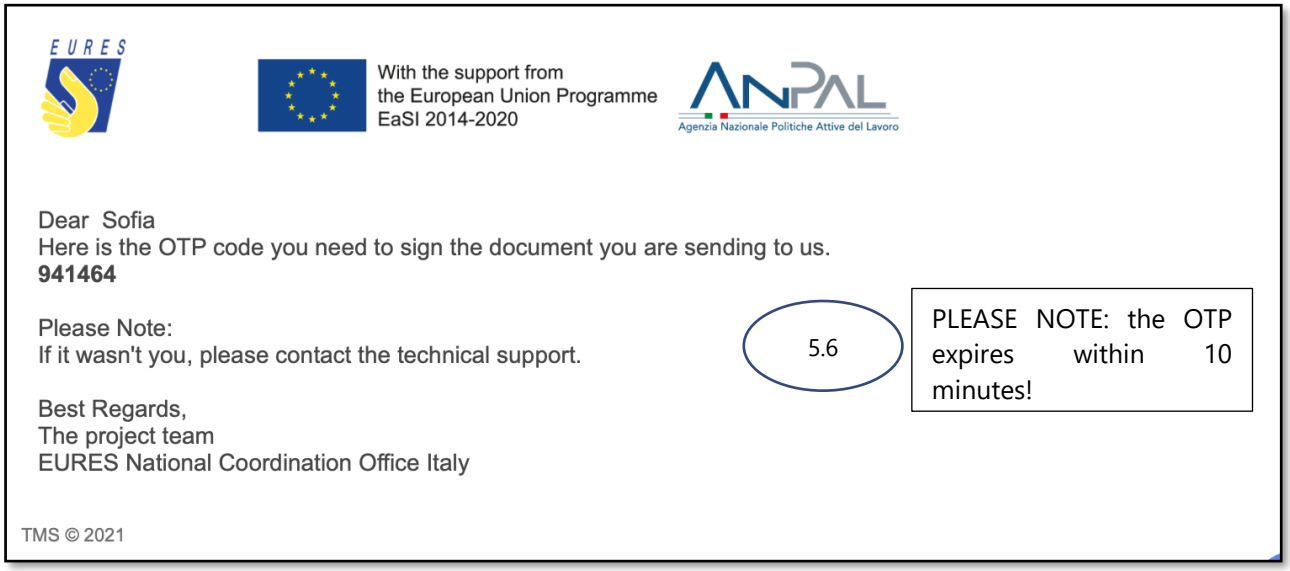
→ Go back to the **Benefit Request-Language Course** Area (#5.1)
→ Select **Print and Download** and carefully **read the Form** (#5.2)



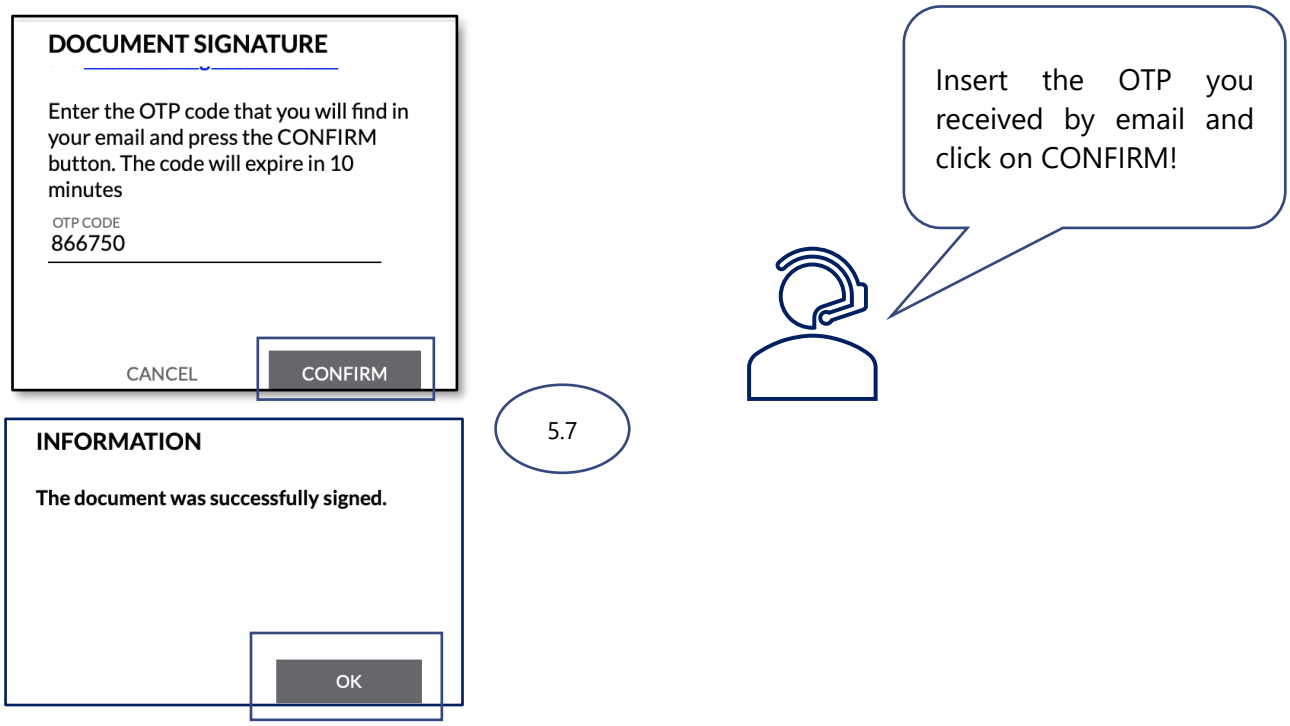
→ Go back to the **Benefit Request - Language Course** Area (#5.3)
→ Select **Confirm with OTP** (#5.4) to receive the One Time Password by email (#5.5)



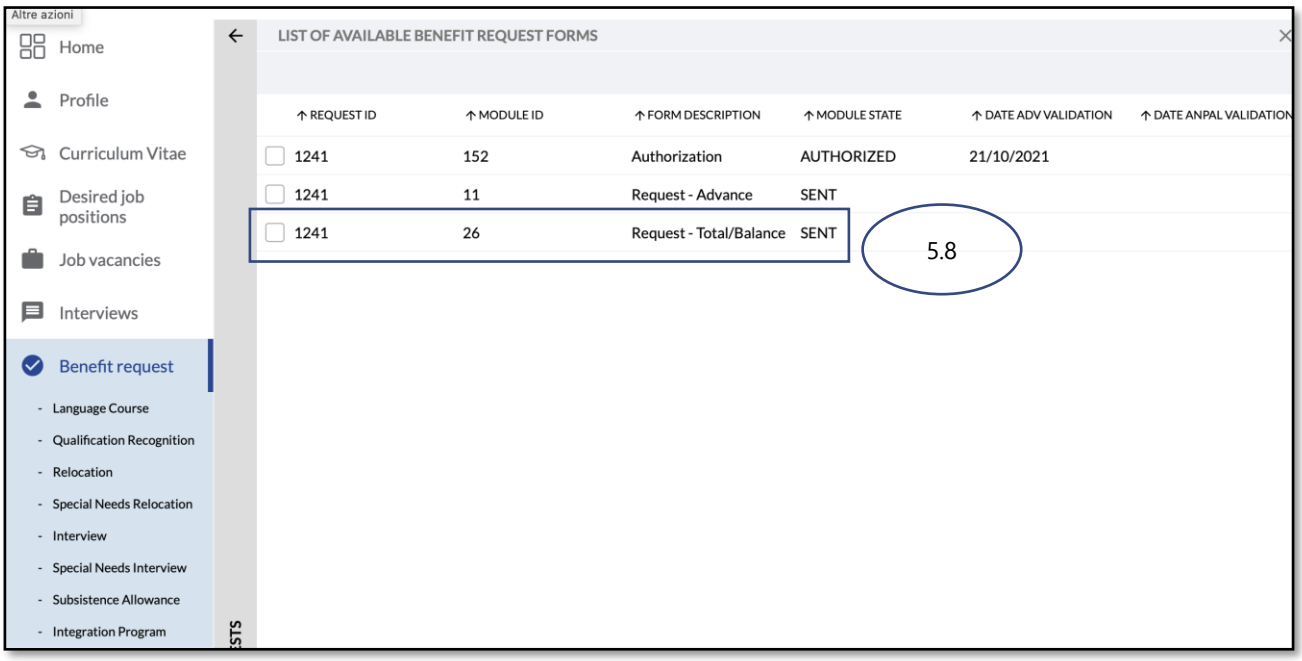
→ Read the **One Time Password** you receveid by email (#5.6)



→ Sign the **Balance Payment Request with the OTP** you received (#5.7)



→ Your **Language Course Balance Payment Request** has been **Sent** (#5.8)



Did anything go wrong? Are you not able to sign the form?

Please check that all required annexes are uploaded (please, refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments), and verify that all items in the form are filled in, then send the form again!

What happens next?

When the form is filled in and the documentation is attached, 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 document check, you will receive your benefit as soon as possible.

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

Do you need more information or clarification of procedures? Please do not hesitate to contact your Project Adviser!

EURES - TARGETED MOBILITY SCHEME (TMS)

Frequently Asked Questions

Language course allowance

1. **Who can claim for this measure?**

All participants pre-selected or hired through the EURES TMS project who wish to improve the knowledge of one or more officially spoken languages in the destination country.

2. **Which documents should I upload in the attachments box to apply for the Language Course Allowance Authorization?**

   First of all, the course has to be authorized by the EURES TMS Adviser. Then, to apply for the Language Course allowance, you shall upload in the platform the **copy of the training programme, including information about the location, the duration (possible number of Training Unit), the learning level contents and the cost of the training.**

3. **Which documents should I upload in the attachments box to get the Total Payment for the Language Course?**

   To get the Total Payment for the Language course you shall upload:
   - Training certificate attesting the achievement of the expected learning level,
   - Receipt/invoice of the payment of the language course cost. (The maximum amount to claim is 2200 EUR). Consider that the project will reimburse only the real costs.

4. **Which documents should I upload in the attachments box to get the Advance/Balance Payment for the Language Course?**
   Section 1. To get the Advance Payment for the Language Course you shall upload:
   - The Receipt/invoice of the advance payment of the language course cost (the maximum amount to claim is 1100 EUR (50% of the total).

Section 2. To get the Balance Payment for the Language Course you shall upload:

- The Receipt/invoice of the balance payment of the language course cost (the maximum amount to claim is 1100 EUR (50% remaining part of the total)
- Training Certificate

Consider that the project will reimburse only the real costs (for both Advance and Balance Payment).