

## EURES – TARGET MOBILITY SCHEME (TMS)

### *Candidate application for Recognition of Academic and/or Professional Qualification Allowance*

#### *Instructions for jobseekers*

*(Version 2 - November 2022)*

Have you already received a request of contact from a EURES TMS Adviser, informing that you have been selected for a job/traineeship/apprenticeship offered by an employer registered in EURES TMS? If so, please verify eligibility conditions with your Adviser in order to apply for the Recognition of qualification allowance.

Any candidate who has been at least pre-selected for a job, traineeship or apprenticeship and needs to have his/her academic and/or Professional Qualification recognized in the country of destination may qualify for financial support for the costs incurred with proceedings.

This measure covers the costs incurred by candidates with their recognition of qualification(s) or diploma(s) in the destination Country through a **flat-rate contribution** of **440 EUR!**

Don't worry, if you have already started some recognition proceedings before knowing about this opportunity, you can still apply for the financial support through EURES TMS project!



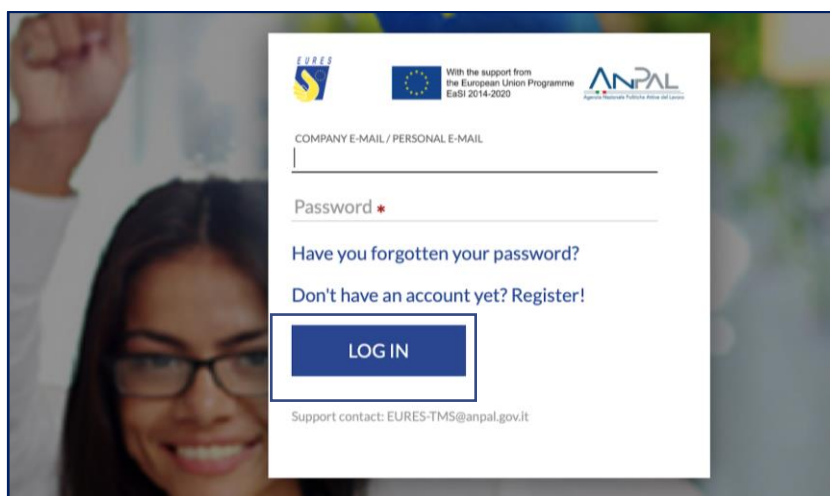
## HOW TO GET THE RECOGNITION OF QUALIFICATION IN 5 STEPS

1

### Login to the project platform

→ Login into your dashboard by inserting your e-mail and password (#1.1)

1.1



## 2

### *Activate the recognition of qualification financial benefit*

Please, check the notices you receive in your dashboard to be informed on the status of your selection and benefit request



→ From **Home** go to the **Job Vacancies section** (#2.1), select the **Job Vacancy** for which you want to apply for the benefit (#2.2) and click on **Activate Requests/Qualification Recognition** (#2.3)

The screenshot shows the 'Job Seeker' dashboard. On the left is a sidebar menu with options: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main area has a header with a profile picture placeholder and the title 'Job Seeker'. Below the header, there are three sections: 'Profile' (with links to Profile, Contacts, Bank Data, and Curriculum Vitae), 'Job Vacancies' (with a link to Job Vacancies), and 'Activate Requests' (with links to Language Course and Qualification Recognition). The 'Job Vacancies' section is highlighted with a blue box and a red circle labeled '2.1'. The 'Qualification Recognition' link is highlighted with a blue box and a red circle labeled '2.3'. The 'Job Vacancies' list shows a vacancy titled 'n. 1302 - test 10 novembre' with details: Employer, 01/12/2022, CZ - Česko/Czech Republic, and Armed forces occupations, other ranks. This vacancy is highlighted with a blue box and a red circle labeled '2.2'.

→ Read the instruction you receive and click on **OK** (#2.4)

The screenshot shows a dialog box titled 'INFORMATION'. It contains the text 'Qualification Recognition Benefit Request Form' and 'You satisfy the requirements to ask a benefit for a recognition request.' At the bottom, there are two buttons: 'CANCEL' and 'OK'. The 'OK' button is highlighted with a blue box and a red circle labeled '2.4'.

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

**2.5**

**INFORMATION**

The benefit request form has been successfully activated.  
It can be filled in under the homonymous sub-item of the menu 'Benefits Requests'

**OK**

→ The benefit **Qualification Recognition** application form page will automatically open. You have the option to complete the form later by clicking on **Save to Draft** (#2.6)

→ You can now find the **Qualification Recognition** in the **Activated Benefit Requests** section (#2.7)

ID	EMPLOYER	VACANCY
5043	Employer	test 10 novembre

# 3

## Select Recognition of Qualification Allowance request form

→ From **Home**, go to **Activated Benefit Requests** (#3.1), go to **Qualification Recognition section** (#3.2), select **Form List** (#3.3) and click on **Qualification Recognition Draft** (#3.4)

The screenshot shows the ANPAL EURES portal interface. On the left is a sidebar menu with options: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is divided into several sections. At the top, there's a header with logos and a 'Last Access' timestamp. Below the header, the 'Activated Benefit Requests' section is highlighted with a blue box and labeled 3.1. Inside this section, the 'Qualification Recognition: 1' section is highlighted with a blue box and labeled 3.2. Below this, a table lists requests with columns for ID, EMPLOYER, and VACANCY. The first row shows ID 5043, Employer, and VACANCY test 10 novembre. A 'Forms List' button is next to the table, labeled 3.3. Below the table, the 'Qualification recognition n.5043' section is highlighted with a blue box and labeled 3.4. This section lists details: Employer, test 10 novembre, Request n.606, and DRAFT. On the left side of the main content area, there are sections for 'Desired Job Position' and 'Additional Forms'. The 'Additional Forms' section lists links for 'Family member declaration (Personal data processing acknowledgement)', 'Family member declaration (privacy conditions)', and 'Family member self-declaration attesting the physical relocation with'.

# 4

## Fill in Recognition of Qualification request form

→ The Form will automatically open, insert all the data required in **Form Data** and check that all information you provided (**Jobseeker**, **Employer**, **Vacancy** and **Bank Data**) is correct (#4.1)

Home | FORM DATA | JOB SEEKER DATA | EMPLOYER DATA | VACANCY DATA | BANK DATA | ATTACHED DOCUMENTS

Profile | Curriculum Vitae | Desired job positions | Job vacancies | Interviews | Benefit request

indicates the qualification

type of document

document certifying recognition

AMOUNT (PLEASE USE THE POINT AS A DECIMAL SEPARATOR AND DO NOT ENTER A SEPARATOR FOR THOUSANDS)  
440.00

4.1

→ Upload the **Attached Documents** required (#4.2)

*Please refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments*

Home | FORM DATA | JOB SEEKER DATA | EMPLOYER DATA | VACANCY DATA | BANK DATA | ATTACHED DOCUMENTS

Profile | Curriculum Vitae | Desired job positions | Job vacancies | Interviews | Benefit request

ATTACHED DOCUMENT CERTIFYING YOUR QUALIFICATION  
[Select file](#)

ATTACHED DOCUMENT FOR THE PROCEDURE  
[Select file](#)

ADD OTHER DOCUMENTATION  
[Add](#)

4.2

On your Dashboard you can find the “Attached Documents” section where you can download some documents necessary for procedures. Once downloaded you can fill them in and upload them

If you haven't done it yet: fill in the **bank details item**. If you have already done it, make 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, kindly, upload the new one before signing your application form!

→ **Complete** the Application Form (#4.3)

Home

FORM DATA | **JOB SEEKER DATA** | EMPLOYER DATA | VACANCY DATA | BANK DATA | ATTACHED DOCUMENTS

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

FIRST NAME  
**Job**

SURNAME  
**Seeker**

Fiscal/Tax Code

NATIONALITY  
**ITALIAN**

REGISTRATION STATUS/COUNTRY  
**BE - Belgique/België/Belgium**

REGISTRATION REGION  
**BEZZ - Extra-Regio NUTS 2**

REGISTRATION CITY  
**BEZZZ - Extra-Regio NUTS 3 - test**

STATUS/COUNTRY OF RESIDENCE  
**BE - Belgique/België/Belgium**

REGION OF RESIDENCE  
**BEZZ - Extra-Regio NUTS 2**

PLACE OF RESIDENCE  
**BEZZZ - Extra-Regio NUTS 3 - test**

PHONE  
**00389734567**

E-MAIL  
**jobseeker10novembre2@gmail.com**

ID CARD  
**Schermata 2022-09-19 alle 21.47.41.png**

RESIDENCE PERMIT DETAILS FOR NON EU CITIZENS

SAVE TO DRAFT | **COMPLETE** | CANCEL

→ Read the instruction you receive and click on **OK** (#4.4)

**NOTICE**

**Are you sure you entered the correct and updated bank details?**

**Attention!**

The payment will be made on the bank details indicated in this financial benefit form.

CANCEL | **OK**

4.4

5

## Sign the Recognition of Qualification Allowance request with One Time Password code (OTP)

→ By clicking on **Complete**, the **Candidate Application for Recognition of qualification Allowance** preview automatically opens (#5.1). Click on the **Send OTP** to receive the code by e-mail (#5.2)



Profile  
Curriculum Vitae  
Desired job positions  
Job vacancies  
Interviews  
Benefit request

**EURES**

5.1

  
European Union Programme  
for Employment and Social  
Innovation "EaSI"

  
ANPAL  
Agenzia Nazionale Politiche Attive del Lavoro

Ufficio di Coordinamento Nazionale EURES - Italia  
ANPAL  
Via Fornovo n. 8 - 00192 Roma  
EURES-TMS@anpal.gov.it

**EURES TARGETED MOBILITY SCHEME (TMS)**  
**CANDIDATE APPLICATION FOR PAYMENT OF COSTS WITH RECOGNITION**  
**OF ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS**

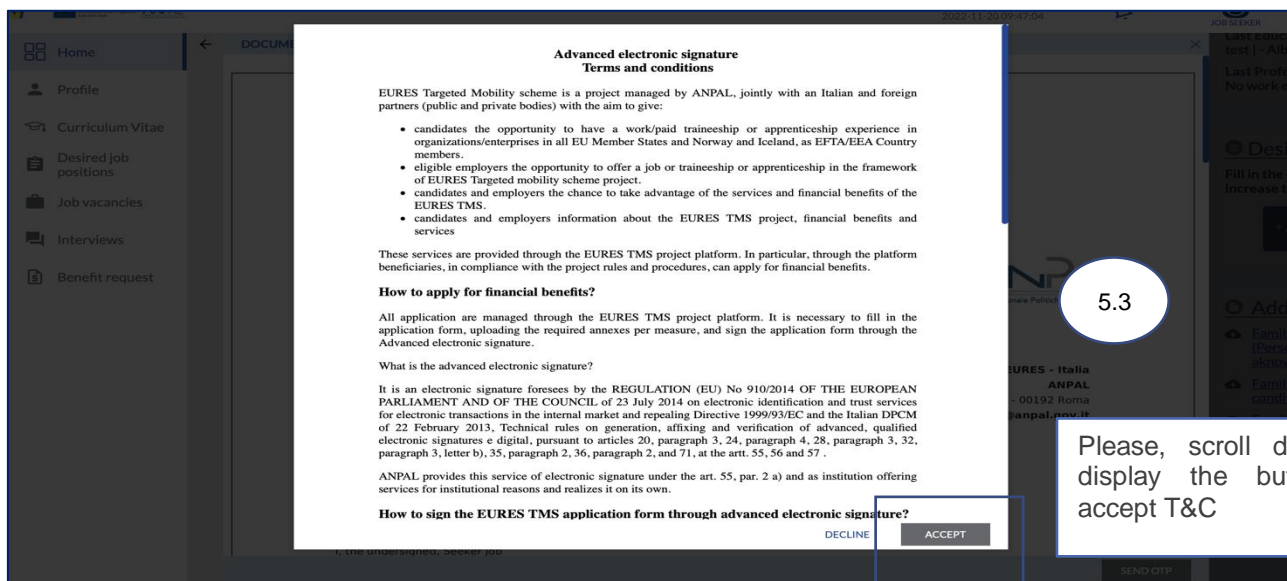
5.2

I, the undersigned, Seeker Job

SEND OTP

→ Read carefully the **Terms and Conditions** then click on **Accept** (#5.3)





**Advanced electronic signature  
Terms and conditions**

EURES Targeted Mobility scheme is a project managed by ANPAL, jointly with an Italian and foreign partners (public and private bodies) with the aim to give:

- candidates the opportunity to have a work/paid traineeship or apprenticeship experience in organizations/enterprises in all EU Member States and Norway and Iceland, as EFTA/EEA Country members.
- eligible employers the opportunity to offer a job or traineeship or apprenticeship in the framework of EURES Targeted mobility scheme project.
- candidates and employers the chance to take advantage of the services and financial benefits of the EURES TMS.
- candidates and employers information about the EURES TMS project, financial benefits and services

These services are provided through the EURES TMS project platform. In particular, through the platform beneficiaries, in compliance with the project rules and procedures, can apply for financial benefits.

**How to apply for financial benefits?**

All application are managed through the EURES TMS project platform. It is necessary to fill in the application form, uploading the required annexes per measure, and sign the application form through the Advanced electronic signature.

**What is the advanced electronic signature?**

It is an electronic signature foreseen by the REGULATION (EU) No 910/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC and the Italian DPCM of 22 February 2013, Technical rules on generation, affixing and verification of advanced, qualified electronic signatures e digital, pursuant to articles 20, paragraph 3, 24, paragraph 4, 28, paragraph 3, 32, paragraph 3, letter b), 35, paragraph 2, 36, paragraph 2, and 71, at the artt. 55, 56 and 57.

ANPAL provides this service of electronic signature under the art. 55, par. 2 a) and as institution offering services for institutional reasons and realizes it on its own.

**How to sign the EURES TMS application form through advanced electronic signature?**

DECLINE ACCEPT

5.3

Please, scroll down to display the button to accept T&C

→ Enter the **OTP** you received by e-mail (#5.4) and sign the **Recognition of qualification Allowance request** by clicking on **Confirm** (#5.5)



  With the support from  
the European Union Programme  
EaSI 2014-2020  ANPAL  
Agenzia Nazionale Politiche Attive del Lavoro

**Dear Mr. Rossi**

Here is the OTP code you need to sign the document you are sending to us.  
**717328**

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

Best Regards,  
The project team  
EURES National Coordination Office Italy

TMS ©2022

5.4

PLEASE NOTE: The OTP will be sent to the email address you provided in the registration form!

5.5

**DOCUMENT SIGNATURE**

Entering the One time password (OTP),  
you SIGN the request form

Enter the OTP code that you will find in  
your email and press the CONFIRM  
button. The code will expire in 10  
minutes

OTP code \*

CANCEL CONFIRM

PLEASE NOTE: The  
OTP expires within 10  
minutes!

→ Your **Recognition of Qualification Allowance Request** has been correctly signed, click  
on **OK** to complete the procedure (#5.6)

5.6

**INFORMATION**

The document was successfully signed

OK

→ Your **Recognition of Qualification Allowance request** has been **Sent** (#5.7) and it is  
ready to be checked by your Adviser

*Please Note: every time your status changes, you will receive an e-mail or a notification on  
your dashboard*

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

Last Professional Experience:  
No work experience

**Desired Job Position**

Fill in the desired job position to  
increase the visibility of your profile!

+ Add Desired Occupation

**Additional Forms**

- Family member declaration  
(Personal data processing  
acknowledgement)
- Family member declaration (privacy  
conditions)
- Family member self-declaration  
attesting the physical relocation with  
family member
- Participant estimate of  
extraordinary expenditures (special

**Activated Benefit Requests**

Language Course: 0

Qualification Recognition: 1

ID	EMPLOYER	VACANCY
5043	Employer	test 10 novembre

Forms List

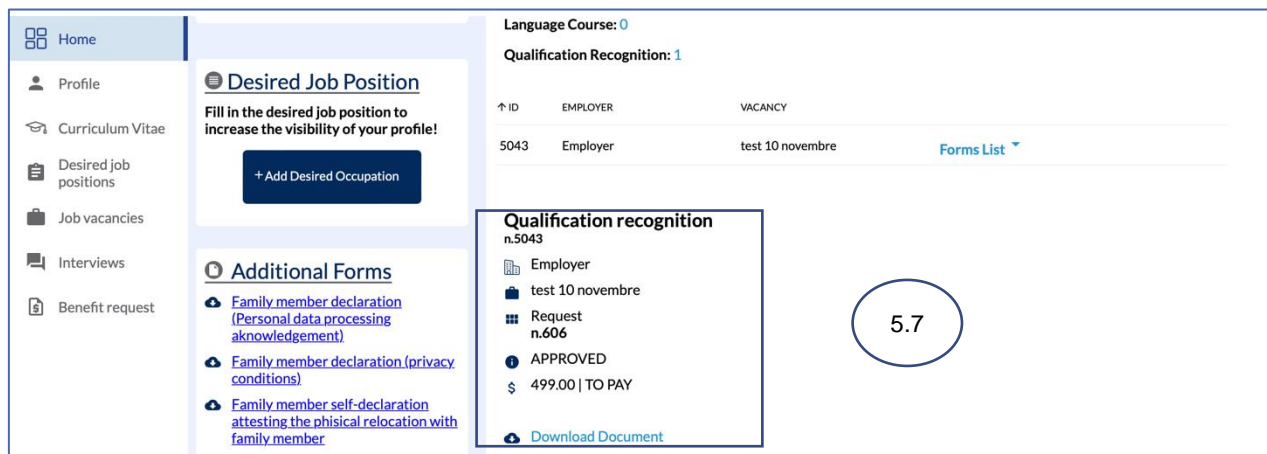
**Qualification recognition  
n.5043**

- Employer
- test 10 novembre
- Request  
n.606
- SENT

Download Document

5.7

→ Once your Adviser and the Project Staff have approved your **Recognition of qualification Allowance request**, the status will change to **Approved** (#5.7)



The screenshot shows the EURES portal interface. On the left is a navigation menu with links: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is divided into three sections:

- Desired Job Position:** Includes a prompt to fill in the desired job position to increase visibility and a button to '+ Add Desired Occupation'.
- Additional Forms:** Lists several forms for download, including 'Family member declaration (Personal data processing acknowledgement)', 'Family member declaration (privacy conditions)', and 'Family member self-declaration attesting the physical relocation with family member'.
- Qualification Recognition:** Displays a table with one entry:
 

ID	EMPLOYER	VACANCY
5043	Employer	test 10 novembre

 Below the table, it shows 'Qualification recognition n.5043' with details: Employer, test 10 novembre, Request n.606, APPROVED, and \$ 499.00 | TO PAY. A 'Download Document' link is at the bottom.

A circled '5.7' is overlaid on the right side of the screenshot, indicating the step number.

→ When the payment request is paid, it is removed from the Activated Benefit Requests section. You can now find it in the **Benefit Requests Archive** with the status **Terminated** and **ready for download** (#5.8)

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

Interview: 0

Supplementary Allowances Interview: 0

Integration Programme Questionnaire: 0

Benefit Requests' Archive

↑ REQUEST ID

↑ REQUEST

EMPLOYER

VACANCY

Qualification recognition  
n.5043

Employer

test 10 novembre

Request  
n.606

TERMINATED

499.00 | 25/11/2022 | HESITATE

5.8

Download Document

EURES Targeted Mobility Scheme -Recognition Allowance Request

12

## *Did anything go wrong? Can't you 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 on procedures? Please do not hesitate to contact your project Adviser!

## EURES - TARGETED MOBILITY SCHEME (TMS)

### *Frequently Asked Questions*

### *Recognition of Academic and/or Professional Qualification Allowance*

#### **1. Who can claim the Recognition of qualification allowance?**

Any candidate who has been at least pre-selected for a job, traineeship or apprenticeship and needs to have his/her academic and/or Professional Qualification recognized in the country of destination may qualify for financial support for the costs incurred with proceedings.

#### **2. Which documents should I upload in the attachments box to apply for the Recognition of qualification allowance?**

To apply for the Recognition of qualification allowance, you should upload in the Platform:

- national academic qualification(s) certificate(s) or professional qualification(s) certificate(s),
- copy of the official request form or documents(s) attesting the recognition procedure (These may include certified copies and/or translations, administrative proceedings, supervised practices (or trainings) and/or aptitude tests).

#### **3. What should I check before applying?**

Check that documents you are uploading are well readable in all parts, bank data are up to date and correctly filled in and the information you provided is correct.