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EaSI 2014-2020



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!



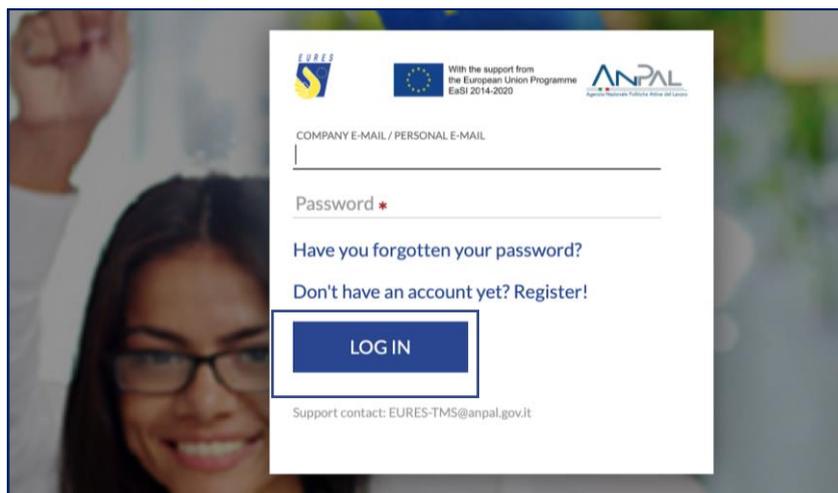
HOW TO GET THE RECOGNITION OF QUALIFICATION IN 5 STEPS

1

Login to the project platform

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

1.1



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COMPANY E-MAIL / PERSONAL E-MAIL

Password *

[Have you forgotten your password?](#)

[Don't have an account yet? Register!](#)

LOG IN

Support contact: EURES-TMS@anpal.gov.it

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 navigation menu with items: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area has a header with 'Job Seeker' and a profile picture placeholder. Below the header, there are sections for 'Profile', 'Contacts', 'Bank Data', and 'Curriculum Vitae'. The 'Job Vacancies' section is highlighted with a box and labeled '2.1'. It shows 'My Vacancies: 1 Published Job Vacancies: 61' and a list of vacancies. One vacancy, 'n. 1302 - test 10 novembre', is highlighted with a box and labeled '2.2'. Below the list, there is a section 'Activate Requests:' with two buttons: 'Language Course' and 'Qualification Recognition'. The 'Qualification Recognition' button is highlighted with a box and labeled '2.3'.

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

2.4

INFORMATION

Qualification Recognition Benefit Request Form

You satisfy the requirements to ask a benefit for a recognition request.

CANCEL
OK

→ **Read** the instruction you receive and click on **OK** (#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 user interface of the ANPAL job seeker portal. The left sidebar contains navigation options: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is divided into several sections:

- Mastered Languages:** No known language
- Last Education:** test | - Albania
- Last Professional Experience:** No work experience
- Desired Job Position:** Includes a button '+ Add Desired Occupation'.
- Additional Forms:** 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...'.
- Activated Benefit Requests:** A section with a 'Forms List' dropdown menu. A table below it shows:

ID	EMPLOYER	VACANCY
5043	Employer	test 10 novembre
- Qualification recognition n.5043:** A detailed view showing 'Employer: test 10 novembre', 'Request n.606', and 'DRAFT' status.

Numbered callouts on the screenshot indicate the following steps:

- 3.1:** Points to the 'Activated Benefit Requests' section header.
- 3.2:** Points to the 'Qualification Recognition: 1' section header.
- 3.3:** Points to the 'Forms List' dropdown menu.
- 3.4:** Points to the 'DRAFT' status in the 'Qualification recognition' details.

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)

The screenshot shows the ANPAL dashboard with the 'FORM DATA' tab selected. The form contains the following fields:

- 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

→ 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

The screenshot shows the ANPAL dashboard with the 'ATTACHED DOCUMENTS' tab selected. The form contains the following sections:

- ATTACHED DOCUMENT CERTIFYING YOUR QUALIFICATION
 - Select file
- ATTACHED DOCUMENT FOR THE PROCEDURE
 - Select file
- ADD OTHER DOCUMENTATION
 - Add

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)

The screenshot shows the 'JOB SEEKER DATA' tab of the application form. The form fields are as follows:

- FIRST NAME: Job
- SURNAME: Seeker
- Fiscal/Tax Code: (empty)
- 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: (empty)

Annotations on the screenshot:

- A circle labeled '4.3' highlights the 'JOB SEEKER DATA' tab.
- A box labeled 'Click on COMPLETE' points to the 'COMPLETE' button at the bottom right.
- The 'COMPLETE' button is also highlighted with a separate box.

→ 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)

The screenshot shows a web interface for the EURES application. On the left is a navigation menu with items: Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area features the EURES logo, a circled '5.1' indicating the application preview, and logos for the European Union Programme for Employment and Social Innovation (EaSI) and ANPAL. Below these is the contact information for the Ufficio di Coordinamento Nazionale EURES - Italia ANPAL, including the address Via Fornovo n. 8 - 00192 Roma and the email EURES-TMS@anpal.gov.it. The title of the application is 'EURES TARGETED MOBILITY SCHEME (TMS) CANDIDATE APPLICATION FOR PAYMENT OF COSTS WITH RECOGNITION OF ACADEMIC AND/OR PROFESSIONAL QUALIFICATIONS'. At the bottom left, it says 'I, the undersigned, Seeker Job'. At the bottom right, a 'SEND OTP' button is highlighted with a box and a circled '5.2'.

→ 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 foresees 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)

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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

The screenshot shows a user dashboard with a sidebar on the left containing navigation options: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'Activated Benefit Requests' and includes a 'Language Course: 0' and 'Qualification Recognition: 1' summary. Below this is a table with columns for ID, EMPLOYER, and VACANCY. A table entry is shown with ID 5043, Employer 'test 10 novembre', and VACANCY 'test 10 novembre'. A 'Forms List' link is visible next to the table. A callout box highlights the 'Qualification recognition n.5043' entry, showing details: Employer 'test 10 novembre', Request n.606, and status SENT. A 'Download Document' link is also present. A circled '5.7' is placed over the 'SENT' status.

→ 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 options: 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 '+ Add Desired Occupation' button.
- Additional Forms:** Lists several forms for completion, such as '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 n.5043:** A summary card showing:
 - Employer: test 10 novembre
 - Request n.606
 - Status: APPROVED
 - Amount: 499.00 | TO PAY
 - A 'Download Document' link.

A table above the qualification recognition card shows a list of vacancies with columns for ID, EMPLOYER, and VACANCY. One entry is visible: ID 5043, Employer, and test 10 novembre. A 'Forms List' link is also present.

A circled '5.7' is overlaid on the right side of the qualification recognition card.

→ 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](#)



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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.