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EURES - TARGETED MOBILITY SCHEME (TMS)

Project: 101195823 - EURES TMS - ESF-2024-EURES-TMS

Ref. Implementation Guide EURES TMS_ EC_Version 1.0

Candidate application for Recognition of Diplomas and Qualification Allowance

Instructions for jobseekers

(Version 1 - June 2025)

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 recognised 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 the EURES TMS project!

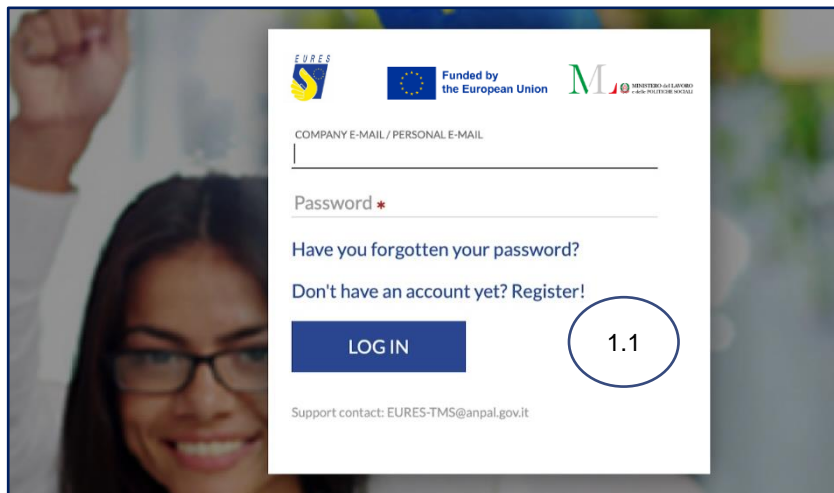


HOW TO GET THE RECOGNITION OF DIPLOMAS/QUALIFICATION IN 5 STEPS

1

Login to the project platform

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



The screenshot shows the EURES login interface. At the top, there are logos for EURES, the European Union, and the Italian Ministry of Labor and Social Policies. Below these are two input fields: 'COMPANY E-MAIL / PERSONAL E-MAIL' and 'Password *'. There are links for 'Have you forgotten your password?' and 'Don't have an account yet? Register!'. A blue 'LOG IN' button is present. A blue circle with the number '1.1' is overlaid on the right side of the form. At the bottom, the support contact 'EURES-TMS@anpal.gov.it' is listed.

2

Activate the recognition 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 EURES Job Seeker dashboard. The top navigation bar includes the EURES logo, funding information, the user's last access date (2022-11-20 09:47:04), a notification bell, and a user profile icon labeled 'JOB SEEKER'. The left sidebar contains links to Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'Job Seeker' and features a profile section on the left with links to Profile, Contacts, Bank Data, and Curriculum Vitae. The 'Job Vacancies' section is highlighted with a blue box and labeled '2.1'. It shows 'My Vacancies: 1' and 'Published Job Vacancies: 61'. A specific vacancy is listed: 'n. 1302 - test 10 novembre', with details about the employer, date, location (CZ - Česko/Czech Republic), and armed forces occupations. Below this, the 'Activate Requests:' section is shown, with 'Language Course' and 'Qualification Recognition' options, each with a plus icon. The 'Qualification Recognition' option is highlighted with a blue box and labeled '2.3'. A label '2.2' points to the specific job vacancy details.

→ Read the instructions 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**

→ Then, 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 **Qualification Recognition** application form page will automatically open.
You have also the possibility to complete the form later by clicking on **Save to Draft** (#2.6)

→ You can now find the **Qualification Recognition** in your dashboard, 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 EURES portal interface with the following elements:

- Left Sidebar:** Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, Benefit request.
- User Profile Section:**
 - Mastered Languages: No known language
 - Last Education: test | - Albania
 - Last Professional Experience: No work experience
- Desired Job Position Section:**
 - Fill in the desired job position to increase the visibility of your profile!
 - + Add Desired Occupation
- Additional Forms Section:**
 - Family member declaration (Personal data processing acknowledgement)
 - Family member declaration (privacy conditions)
 - Family member self-declaration attesting the physical relocation with
- Activated Benefit Requests Section:**
 - Language Course: 0
 - Qualification Recognition: 1
- Table:**

ID	EMPLOYER	VACANCY
5043	Employer	test 10 novembre
- Forms List:** A dropdown menu labeled "Forms List" with a downward arrow.
- Qualification recognition n.5043 Section:**
 - Employer: test 10 novembre
 - Request n.606
 - DRAFT

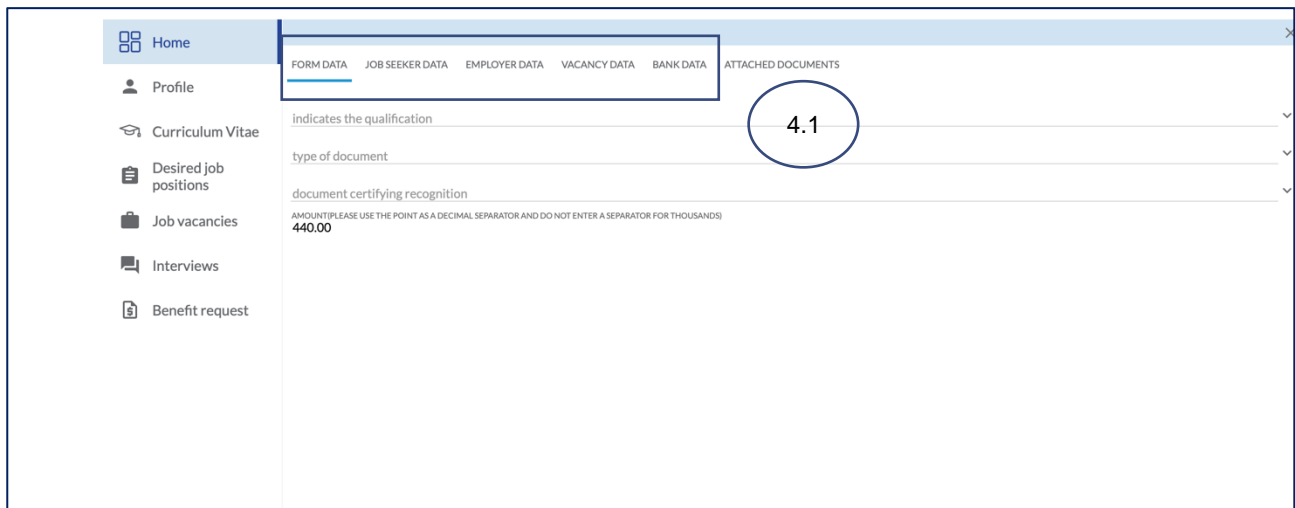
Numbered callouts indicate the navigation path:

- 3.1: Activated Benefit Requests
- 3.2: Qualification Recognition section
- 3.3: Form List
- 3.4: Qualification Recognition Draft

4

Fill in the 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 a web interface for the Recognition of Qualification request form. The 'FORM DATA' tab is active. The form includes the following fields:

- indicates the qualification**: A text input field.
- type of document**: A dropdown menu with the value '4.1' selected and circled.
- document certifying recognition**: A text input field.
- AMOUNT (PLEASE USE THE POINT AS A DECIMAL SEPARATOR AND DO NOT ENTER A SEPARATOR FOR THOUSANDS)**: A text input field with the value '440.00'.

The left sidebar contains navigation links: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request.

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!



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

To verify that all required attachments have been uploaded correctly, please refer to the FAQ section at the end of this document.

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

→ **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

4.3

Click on COMPLETE

SAVE TO DRAFT COMPLETE CANCEL



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→ Read the instructions 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 **Send OTP** to receive the code by e-mail (#5.2)

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

5.1

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MINISTERO del LAVORO e delle POLITICHE SOCIALI

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

I, the undersigned, Seeker Job

5.2

SEND OTP



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→ 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 art. 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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**MINISTERO del LAVORO
e delle POLITICHE SOCIALI**

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

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

→ 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 the EURES dashboard with the following elements:

- Left Sidebar:** Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, Benefit request.
- Top Section:** 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
 - Table with 3 columns: ID, EMPLOYER, VACANCY. Row 1: 5043, Employer, test 10 novembre.
 - Forms List (dropdown)
 - Qualification recognition n.5043:**
 - Employer: test 10 novembre
 - Request n.606
 - Status: SENT
 - Download Document

→ Once your Adviser and the Project Staff have approved your **Recognition of qualification Allowance request**, the status will change to **Approved – To Pay** (#5.8)

The screenshot shows the EURES dashboard with the following elements:

- Left Sidebar:** Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, Benefit request.
- Top Section:** 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
 - Table with 3 columns: ID, EMPLOYER, VACANCY. Row 1: 5043, Employer, test 10 novembre.
 - Forms List (dropdown)
 - Qualification recognition n.5043:**
 - Employer: test 10 novembre
 - Request n.606
 - Status: APPROVED
 - Amount: \$ 499.00 | TO PAY
 - Download Document

→ 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 - Hesitate** (#5.9)

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	<div>Employer</div> <div>test 10 novembre</div> <div>Request n.606</div> <div>TERMINATED</div> <div>\$ 499.00 25/11/2022 HESITATE</div>		

Download Document

5.9



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Did anything go wrong? Can't you sign the form?

Please make sure all required annexes have been uploaded (refer to the FAQ at the end of the document to ensure the attachments are correct), and check that all fields in the form are properly filled in. Once everything is complete, please resubmit the form.

What happens next?

Once the form is completed and all required documents are attached, your application will be reviewed by your Adviser and the project staff.

If there are any issues or uncertainties, your Adviser will contact you for additional information or clarification.

If everything is correct and the documents are approved by the project staff, your benefit will be processed and issued 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!



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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 recognised in the country of destination may qualify for financial support for the costs incurred with proceedings.

Limitations

Applicants already supported by previous/others TMS projects should submit their application to the Project Adviser for a case-by-case evaluation to avoid double funding.

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?

- Documents are well readable in all parts
- Your bank data is up to date to receive the payment.