

Instructions on how to apply for recognition expenses

Please follow these instructions and tick off the attached items.

- In order to claim the reimbursement of the costs listed below, there has to be an official recognition process. It is not possible to claim for costs of translation if there is no official recognition process. A recognition process means that you have submitted an official request for recognizing your academic and/ or professional qualifications to the competent clarification body/ authority
- **The application should be sent after submission of the recognition request to the competent clarification body/authority.**
- The costs incurred with the recognition of qualifications may also include: certified copies and/or translations, administrative proceedings, supervised practices (or trainings) and/or aptitude tests.
- You will receive a Payment Request form in order to claim the reimbursement of the cost of the recognition process (up to the limit set by the programme) when your application is being processed.

Checklist

- Fill out the application form on screen or fill in using capital letters.
- Fill in all requested information in the application form, including the questionnaire.
- The page that requires date and handwritten signature, must be printed out and scanned as a pdf.
- Send in the application by e-mail, see e-mail addresses below.
- Attach the application form and all supplementary documents listed below:

- 1 Application for reimbursement of costs with recognition of academic and/or professional qualifications.pdf**

The application form including date and your handwritten signature.

- 2 ID.pdf**

Copy of passport or national identity card.

- 3 Qualifications.pdf**

Copy of academic and/or professional qualifications.

- 4 Submission recognition request.pdf**

Copy of the official request form for the recognition sent to the competent clarification body/authority.

- 5 Receipts.pdf**

Proof of payment for the recognition of qualifications process.

Please e-mail your application and supplementary documents to the mailbox of any of these countries. Choose your country of residence, or else send it to Sweden.

Azores Reg. Government: yfej.dreqp@azores.gov.pt
Denmark: jkuyfej@bif.kk.dk
Ireland: yfej@welfare.ie

Portugal: yfej@iefp.pt
Slovenia: yfej@ess.gov.si
Sweden: yfej@arbetsformedlingen.se

For further information please visit www.yourfirsteuresjob.se

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Application for financial support for recognition of academic and/or professional qualifications

- It is mandatory to contact a EURES Adviser/staff/Public Employment Service officer, in order to receive the following mobility support: matching to jobs abroad, contact with employers with recruitment needs and information on how to prepare before taking up a job abroad.

Name of EURES Adviser/staff/PES officer:.....

E-mail and country:.....

Applicant personal information (please type or use capital letters)

Please provide your name as it appears on your passport

Surname:.....

First name:.....

Date of birth:..... For Swedish citizens=pers.nr:.....

Nationality:..... Current country of residence:.....

Street name and number:.....

.....

Postcode:..... City:.....

Country:..... Phone number:.....

E-mail address:.....

Have you already applied for any form of financial support through Your first EURES job?

yes no

If yes, please specify type of support and date:

.....

About the new job connected to the application:

I have not yet been recruited but the recognition of my qualifications will greatly increase my chances of finding a job.

I have been pre-selected or recruited for a job at:

Company name:.....

Registration/Org. number:.....

Contact person at the company:.....

E-mail address of the contact person:.....

Street name and number:.....

Postcode and city:..... Country:.....

Job title:.....

Duration of the contract:..... Starting date:.....

I the undersigned hereby confirm that:

- In order to perform my duties and be in conformity with legal requirements of the country of destination, or in order to be eligible to apply for a job (if I have good chances of finding a job), I need to have my qualifications recognized.
- An official request for the recognition has been made to the competent clarification body/authority.
- The information given in this form is correct.
- The financial support provided for the recognition of qualifications will be used according to the current funding regulations of Your first EURES job.
- I will send in all supporting documents as required by Your first EURES job.
- I understand and accept that Your first EURES job reserves the right to check all information given by contacting the employer etc to make sure that I fulfill the criteria for receiving financial support from Your first EURES job. Otherwise I must reimburse the financial support.
- I agree that data provided in this application can be collected and used for monitoring purposes in accordance with national data protection rules.

Date:..... Handwritten Signature.....

Please be aware of:

- Terms and conditions when leaving your country in case you receive unemployment benefits, social security or other kinds of subsidy.
- Your country's tax conditions when receiving the financial support.

Questionnaire (It is obligatory to fill in the questionnaire)

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Your gender

- Male
- Female

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Your age

- 18-22 years old
- 23-26 years old
- 27-30 years old
- 31-35 years old

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Highest level of education obtained

- Basic (Primary – lower secondary education)
- Secondary (Upper secondary/Post-secondary non-tertiary education)
- Higher (Short-cycle tertiary education/Bachelor, Master, Doctoral or equivalent)

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Your situation at the time of application

- Unemployed
- Employed part-time
- Employed full-time
- In apprenticeship/traineeship
- In education

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Do you have previous work experience

- Yes
- No

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Do you have previous work experience abroad

- Yes
- No

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Have you participated in other EU mobility schemes (e.g. Erasmus, Leonardo)

- Yes
- No

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What occupational group does most closely resemble the job you are applying for

- | | |
|--|---|
| <input type="checkbox"/> Legislator, senior officials and manager | <input type="checkbox"/> Skilled agricultural and fishery workers |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Craft and related trades workers |
| <input type="checkbox"/> Technicians and associate professionals | <input type="checkbox"/> Plant and machine operators and assemblers |
| <input type="checkbox"/> Clerks | <input type="checkbox"/> Elementary occupations |
| <input type="checkbox"/> Service workers and shop and market sales workers | |

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What sector does most closely resemble the one you have applied for a job in

- Agriculture, Forestry and Fishing
- Mining and Quarrying
- Manufacturing
- Electricity, Gas, Steam and Conditioning Supply
- Water Supply, Sewerage, Waste Management and Remediation Activities
- Construction
- Wholesale and Retail Trade; Repair of Motor
- Transportation and Storage
- Accommodation and food service activities
- Information and Communication
- Financial and insurance activities
- Real estate activities
- Professional, scientific and technical activities
- Administrative and Support Service Activities
- Public Administration and Defence; Compulsory Social Security
- Education
- Human Health and Social Work Activities
- Arts, Entertainment and Recreation
- Other Service Activities
- Activities of household as employers, undifferentiated goods and services producing activities of household for own use
- Activities of extra territorial organisations and bodies

Please note that all personal data provided will be kept confidential.