

## Instructions on how to apply for recognition expenses

Please follow these instructions and tick off the attached items.

- In order to apply, an official recognition process has to have been initiated. It is not possible to claim reimbursement for translation expenses 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 in the new country of work.
- 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 in 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 for 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](mailto:yfej.dreqp@azores.gov.pt)  
Denmark: [jkuyfej@bif.kk.dk](mailto:jkuyfej@bif.kk.dk)  
Ireland: [yfej@welfare.ie](mailto:yfej@welfare.ie)

Portugal: [yfej@iefp.pt](mailto:yfej@iefp.pt)  
Slovenia: [yfej@ess.gov.si](mailto:yfej@ess.gov.si)  
Sweden: [yfej@arbetsformedlingen.se](mailto:yfej@arbetsformedlingen.se)

For further information please visit [www.yourfirsteuresjob.se](http://www.yourfirsteuresjob.se)

Updated 2019-02-18

## 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 yet 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)

1 of 9

**Your gender**

- Male
- Female

3 of 9

**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)

5 of 9

**Do you have previous work experience**

- Yes
- No

7 of 9

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

- Yes
- No

8 of 9

**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 |   |

2 of 9

**Your age**

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

4 of 9

**Your situation at the time of application**

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

6 of 9

**Do you have previous work experience abroad**

- Yes
- No

9 of 9

**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.**