

Instructions for relocation/mobility allowance application

EURES Targeted Mobility Scheme (TMS) Sweden

Applications sent after travel/relocation to your new country of work are not eligible.

Processing can take up to four weeks, so please submit your complete application as soon as possible.

To be sent before leaving home country, preferably 3 weeks in advance:

- ☐ **1. Relocation/Mobility allowance application.pdf**
All requested information on the application form must be provided, including your signature (handwritten or e-signature) and the questionnaire
- ☐ **2. ID.pdf**
Copy of passport or national identity card (both sides)
- ☐ **3. CV.pdf**
Updated CV
- ☐ **4. Job vacancy.pdf**
Copy of job advertisement applied for
- ☐ **5. Employment contract or equivalent binding document.pdf**
Copy of employment contract or pre-contract or letter of intent signed by the employer and stating terms of employment
- ☐ **6. IBAN.pdf**
Copy of Bank document showing you are the holder of the bank account with complete IBAN and BIC/SWIFT

Please note, to be eligible to receive part of your financial support before relocating, the six documents above must be sent to TMS **latest 3 weeks before leaving home country**.

The application can only be processed when all the requested documents have been sent and we have received written answers from the EURES Adviser and the employer.

Can be sent later, latest one week after employment start:

- ☐ **7. Travel documents.pdf**
Copy of travel documents (or bookings) connected to your relocation to new country of work.
For travel by car, keep receipts of your journey showing dates and locations of purchases.

Find more information on www.euresmobility.se.

Send your application and supplementary documents to the appropriate EURES TMS Sweden partner organisation, see list under *Partner organisations and contact information*.



Updated June 2025

Relocation/Mobility allowance application

EURES Targeted Mobility Scheme (TMS) Sweden

- It is mandatory to contact a EURES Adviser to receive mobility support: matching to jobs abroad, contact with employers with recruitment needs, information on how to prepare before taking up a job abroad and information about TMS Sweden eligibility criteria and conditions.

Name of EURES Adviser:.....

E-mail and country:.....

Applicant personal information (please type or use capital letters)

Surname (as written in your passport):

First name(s):

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

Nationality:.....

E-mail:.....

Your address before relocation:

Street name and number:.....

Postcode: City:.....

Country:.....

Have you already applied for any form of financial support through EURES TMS? ☐ yes ☐ no

If yes, please specify type of support and date:



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About the job

Company name:..... Registration number:.....

Address:.....

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

Company contact person:

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

- ☐ I have informed the company contact person that TMS will send an e-mail for verification and I understand that my application cannot be processed without a written answer from the company

Starting date:..... Length of employment:.....

Weekly working hours:.....

Employed as/job title:

Applicant: I hereby confirm that:

- The information given in this form is correct.
- **I do not receive any payment from my employer or other company/actor/EU grant to contribute to the costs incurred with moving to a new country** (such as travel, insurance, accommodation, meals, etc.)
- I am aware that TMS Sweden has the right to check ex-post that any allowance provided has been used for the requested purpose, and to claim reimbursement in the case of non-compliance.
- I will inform TMS Sweden immediately if I for some reason terminate my job contract before 6 months duration. If I do not have duly motivated and lawful reasons to do so I will be obliged to reimburse this financial support.
- I agree that all data provided related to this application can be collected and used for monitoring purposes by the European Commission/external contractor in accordance with applicable data protection rules. No privacy data will be disclosed publicly.

Date: Signature (handwritten/e-signed):

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 ☐ 35-40 years old
☐ 23-26 years old ☐ 41-49 years old
☐ 27-30 years old ☐ 50-59 years old
☐ 31-34 years old ☐ 60+ years old

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Highest level of education obtained

- ☐ Basic (Primary – lower secondary education) (ISCED 0-2)
☐ Secondary (Upper secondary/Post-secondary non-tertiary education) (ISCED 3-4)
☐ Higher (Short-cycle tertiary education/Bachelor, Master, Doctoral or equivalent) (ISCED 5 or higher)

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Your situation at the time of application

- ☐ Unemployed
☐ Long-term unemployed
☐ Employed part-time
☐ Employed full-time
☐ In education/apprenticeship/traineeship
☐ Other

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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 (ISCO) 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 (NACE) 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



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