

Instructions for language course allowance application EURES Targeted Mobility Scheme (TMS) Sweden

Please note, you cannot start your language course until you have received authorisation from TMS Sweden. Processing can take up to four weeks, so please submit your complete application as soon as possible.

To be sent at least 3 weeks before start of language course:

- 1. Language course 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 front and back)
- 3. Course offer.pdf**
Detailed course offer from the language school: description of the course and indication of start date, duration, content/level and total cost are all mandatory.

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/TMS staff.

If TMS Sweden authorises your language course, you will receive a **Payment Request** form with instructions on how to claim reimbursement of your actual costs, after completion of the course and presentation of documentary evidence: course certificate, invoice(s) and receipt(s).

Please note, return mobility is not eligible within EURES TMS. Return mobility is when candidates are moving back to their country of origin or former country of residence.

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 February 2026

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- 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:

Address:

Postcode and 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:

Language school information:

Name of language school: Country:

Language and level: Cost:

Starting date: Length of course:

About the new job connected to this application:

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

Company name:.....

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

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

Employed as/job title:

I have **not yet been recruited**, but the language course will increase my chances of finding a job

Country where I am looking for jobs:

Position/job title:

E-mail address of EURES/TMS staff assisting:

I understand that TMS will contact the EURES Adviser/TMS staff to verify my eligibility and that my application cannot be processed without a written answer from the EURES Adviser

Applicant: I hereby confirm that:

- The information given in this form is correct.
- **With this language course, I am not aiming to relocate to my country of origin or former country of residence.**
- **The language course is not already financed by my employer or other company/actor/EU grant.**
- I understand and accept that TMS Sweden has the right to check ex-post that any allowance provided has been used for the requested purpose, and to claim refunding in the case of non-compliance.
- 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

- Legislator, senior officials and manager
 Professionals
 Technicians and associate professionals
 Clerks
 Service workers and shop and market sales workers
 Skilled agricultural and fishery workers
 Craft and related trades workers
 Plant and machine operators and assemblers
 Elementary occupations

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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