



Funded by
the European Union



EURES Targeted Mobility Scheme (EURES TMS)

7.1.2025 - 6.1.2027

Brief guide on eligibility criteria and financial support measures

Ref. Implementation Guide EURES TMS_ EC_Version 1.0

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

Table of contents

Welcome to EURES TMS.....	3
EURES TMS 2025-2027 beneficiaries.....	3
Jobseekers and eligibility criteria.....	3
Employers and eligibility criteria.....	4
Contracts and eligibility requirements.....	5
Financial support measures under EURES TMS 2025-2027.....	7
Candidate allowance for interview.....	7
Language training.....	9
Recognition of diplomas and qualifications.....	11
Mobility allowance and Family mobility allowance.....	12
Training programme (SMEs).....	14
List of attachments to benefits requests.....	16

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or European Commission. Neither the European Union nor the European Commission can be held responsible for them.”

Last revision: 11.04.2025

Welcome to EURES TMS!

EURES - Targeted Mobility Scheme (TMS) is a project funded by the European Commission under the European Social Fund Plus (ESF+) Employment and Social Innovation (EaSI) programme. It aims at promoting high quality and sustainable employment, ensuring adequate social protection, combatting social exclusion and poverty and improving working conditions.

EURES (European Employment Services) is the European network of cooperation between employment services, launched in 1994 with the aim of facilitating the free movement of workers and covering all EU countries, plus Iceland, Liechtenstein, Norway and Switzerland.

EURES TMS aims to improve the matching of job applications and vacancies in all EU Member States, plus Norway and Iceland, by facilitating the fair and voluntary movement of workers and addressing labour market mismatches and skills shortages.

EURES TMS 2025-2027 beneficiaries

Jobseekers and eligibility criteria

- Aged at least 18.
- Citizen and legal resident of one of an EU Member States or EFTA/EEA country in accordance with the EEA Agreement (Iceland and Norway),
- or third-country nationals holding an EC residence permit (Directive 2003/109), (N.B. not applicable in Denmark, Ireland, Iceland and Norway),
- or citizens of the EU + Norway and Iceland living in a third country, as long as they can prove that they have maintained their residence in the EU + Norway and Iceland.
- Cross-border workers, if they transfer their residence (permanent or temporary) to the country of destination, where the workplace is located. Commuting candidates who do not change their country of residence are not eligible for EURES TMS services and benefits.
- Candidates who have already received EU financial support in the framework of study and/or work-related mobility programmes (e.g. Erasmus or previous editions of the EURES TMS project) may participate in the project but are not eligible for certain financial benefits.

Limitations

- Applicants already supported by previous TMSs should submit their application to the Project Adviser for a case-by-case evaluation in order

- to avoid double funding.
- Return mobility to the country of origin or last country of residence is not financed.
 - A candidate who has temporarily moved to another EU/EEA country to look for a job, traineeship or apprenticeship, but who has maintained his/her residence in the country where he/she lived before his/her departure, is eligible for financial measures, but cannot apply for mobility allowance because he/she already lives in the destination country.

Employers and eligibility criteria

- Companies or other organisations (public, profit and non-profit) legally established in EU Member States or EFTA/EEA countries in accordance with the EEA Agreement (Iceland and Norway), irrespective of economic sector, with a focus on SMEs.
- Companies from third countries with registered office(s) in the EU and/or EEA can participate.

What is meant by SME (Small and Medium Enterprise)?

The standard for defining a SME under the TMS action is that the total number of employees of the enterprise must be less than 250, regardless of whether it is associated with or incorporated into a larger organisation/company or network. A company is, in any case, considered a SME if it regularly carries out an economic activity. However, exceptions may occur; these will be assessed on a case-by-case basis by the Project Adviser.

Please see the definition of SME at the following link:

https://single-market-economy.ec.europa.eu/smes/sme-fundamentals/sme-definition_en

Limitations:

- Companies, employers or other organisations based in the Swiss Confederation or in third countries are not allowed to participate in the EURES TMS action. However, companies from these countries are allowed to participate if they are legally established in any EU Member State and/or in an EEA country.
- Large companies and organisations that do not fall under the definition of SME can participate in the EURES TMS action as potential employers, without any TMS funding support. Candidates selected/hired by these companies can apply for the project financial benefits, but the company cannot apply for the training programme benefit.
- Institutions, EU bodies and other international political, economic, social and scientific organisations, as well as supranational regulatory bodies

and their agencies, as well as networks, platforms, lobbies or other similar organisations financed exclusively or mainly by the EU are not allowed to participate in the EURES TMS project.

- Employment services acting as employers (e.g. temporary employment agencies, recruitment agencies, etc. and regardless of their size), can participate in the EURES TMS project as potential employers, but without any financial support from the TMS. Candidates selected/hired by these companies can apply for the project financial benefits, but the company cannot apply for the *training programme* benefit.

Contracts and eligibility requirements

The employment contract must:

- have a minimum duration of 6 months,
- be a full-time or part-time job (not less than 50%),
- comply with national labour and social protection legislation and ensure adequate protection for workers (e.g. social security, health and accident insurance, etc.)
- ensure fair pay
- provide for a written contractual relationship.

The apprenticeship contract must:

- have a minimum duration of 6 months,
- be a full-time or part-time apprenticeship (not less than 50%),
- comply with national labour and social protection legislation and ensure adequate protection for apprentices (e.g. social security, health and accident insurance, etc.),
- ensure fair pay,
- provide for a written contractual relationship,
- ensuring minimum quality standards for learning-based experiences.

The traineeship contract¹ must:

- have a minimum duration of 3 months,
- be a full-time or part-time traineeship (not less than 50%),
- comply with national labour and social protection legislation and ensure adequate protection for trainees (e.g. social security, health and accident insurance, etc.).

¹ The term 'contract' is used to refer to the different type of bilateral agreements adopted in different countries, according to current national legislation.

- ensure fair pay,
- provide for a written contractual relationship,
- ensuring minimum quality standards for learning-based experiences.

Please note: a work-based training placement whose completion is a mandatory requirement to access to a profession in a specific sectors (e.g. medicine, architecture, law, aircraft industry, etc.) is not eligible for the project.

Warning: The general rule is that job seekers find a job/traineeship/apprenticeship job offer through the EURES TMS platform (in the case of visible offers) or are contacted by a project Adviser (in the case of non-visible offers).

However, if a jobseeker is already in contact with an employer located in a EURES TMS project country other than the country of residence, he/she can invite the employer to register in the project: if the company meets the project eligibility requirements, the jobseeker will be assisted by a project Adviser in the next phases of selection and placement. The jobseeker will also have to register on the project platform and the selection/placement process will be managed through the EURES TMS project. Both candidate and employer can apply for financial benefits through the platform, in accordance with the eligibility criteria.

If an applicant becomes aware of the EURES TMS project after having already signed an employment contract with an employer, he/she can still participate in the project. In this case, the applicant can invite the employer to register for the project. Both must complete the registration and meet the eligibility criteria.

The contract already signed can only be accepted on condition that no more than 30 days have elapsed from the start date of the contract at the time when both the candidate and the employer are registered on the platform. This time limit is essential for the contract to be considered valid for the project.

Please note that, according to the EC Implementation Guide, priority must be given to candidates registered in the EURES TMS project before receiving a job offer, and in cases where recruitment has taken place through the project.

Financial support measures under EURES TMS 2025-2027

- Candidate allowance for interview
- Language training
- Recognition of diplomas and qualifications
- Mobility allowance and Family mobility allowance
- Training programme (SMEs)

Warning: In order to be eligible for financial support measures, both employers, who have to fill in their job/traineeship/apprenticeship vacancies to search for suitable candidates, and jobseekers, who have to fill in their CVs on the platform, have to be registered in the project platform.

Starting from the registration, each employer is assigned a project Adviser who will contact and support him/her at all stages - from pre-selection to post-employment. The same project Adviser will also assist all candidates who are deemed suitable for a given offer.

All steps of the process are recorded within the platform, including the possibility of applying for benefits online.

What documents are needed?

Each financial support measure requires the submission of specific documents, which may vary depending on the type of facility. It is recommended to consult the list of attachments to benefits requests included in this Guide.

How to claim benefits on the platform?

All the specific guides for each measure and other useful materials will be made available directly in the 'Tools' section of the EURES TMS website.

Candidate allowance for interview

Beneficiaries: candidates pre-selected by a project Adviser for a EURES TMS job vacancy and selected by a registered employer for a job interview.

Amount: The contribution varies according to the **unit costs** specified in Decision C(2021) 3514 and covers travel, subsistence and accommodation costs.

This financial benefit consists of a contribution towards travel and accommodation costs and a daily subsistence allowance

When can it be requested?

The interview trip should only take place when there is a high probability of its success; in fact, the project promotes and supports the online mode as a matter of environmental sustainability.

The employer must always declare in writing that it does not cover the cost of the interview (travel and accommodation), otherwise the benefit cannot be claimed.

In exceptional cases, the candidate may need a second trip, which is the case when an employer requires two interview stages (exceptional case). This option is therefore limited to candidates with high recruitment potential, in which case the assigned Adviser assesses the possibility of a second interview.

The duration of the trip may vary according to the employer's needs and/or geographical distance. The maximum duration of the trip must always be reasonable. Any trip exceeding five days must be duly justified.

Unit travel costs cover return trips. However, the distance calculation is made based on the one-way distance between the point of departure and the point of destination. To calculate the distance between two points for rail or air travel, use the **distance calculation tool made available by the European Commission ([Calculate unit costs for eligible travel costs - European Commission](#))**.

Please note: We recommend that candidates obtain a European Health Insurance Card (EHIC) before travelling for an interview in another country. This card, which is free of charge, allows access to necessary and government-provided medical care during a temporary stay in any European Economic Area (EEA) country, under the same conditions and at the same cost (free of charge in some countries) as for insured citizens of that country. It is also recommended that applicants take out travel insurance before departure.

How to apply for the benefit?

The candidate, having received the invitation to the job interview from an employer via the platform, fills in the payment request form, specifying the number of nights spent in the country of the interview (necessary for the calculation of accommodation) and the number of travel days (necessary for the calculation of food), it also enters the distance by *land/air* using the EU tool. The assigned Adviser calculates the amount to be paid based on the criteria specified above, in accordance with the EU Directive and the simplified guidelines to be provided by the Project Coordinator.

Language training

Beneficiaries: candidates pre-selected by a project Adviser for a EURES TMS job vacancy.

Amount: up to 2,200 €

This financial benefit consists of a reimbursement of the amount spent on improving the candidate's language skills (one or more languages officially spoken in the destination country).

How does it work?

The candidate can follow the language training:

- immediately after pre-selection, in their country of origin (before leaving)
- after moving to another EU Member State, Norway or Iceland. **In this case, the language course must begin within 2 months of the start date of the contract.**

Candidates may benefit from a maximum of **2 different language courses**, if the second course is different from the first one, up to the maximum amount for each applicant (2,200 €). Therefore, if the candidate have already benefited from a contribution for a language course through the project and need to reach an higher level (e.g. from B1 to B2) or improve the knowledge of another language spoken in the host country (as an official language), he/she can apply for reimbursement for a second language course.

Warning: Some European countries have more than one official language (e.g. in Belgium the official languages are Dutch, French and German). In these exceptional cases, the candidate may take (if the employer's needs are confirmed) two courses at the same level but in different languages (e.g. B1 both in Dutch and French for a job in Belgium). **The different languages must necessarily be official in the destination country.**

The language course can be delivered in a group course or individually, face-to-face, online or in a hybrid mode. All information concerning the language course must be clearly stated on the application form completed by the candidate.

Courses provided by private teachers are only eligible if an invoice and certification recognised by the national reference system are issued at their conclusion.

How to claim the benefit?

Any candidate for a job, traineeship or apprenticeship in another EU/EEA country who has been pre-selected for recruitment purposes and has a real chance of obtaining a position in a particular country may be entitled to attend a language course.

If an eligible applicant decides to enrol in a language course of his/her choice, he/she must first request authorisation by filling in the application on the platform. It will be the responsibility of the assigned Adviser and subsequently of the project staff to check that the training proposal is eligible and reasonable, according to the applicant's needs. In the event of clear warnings of potential mismanagement, abuse or risk of fraud, the project staff has the authority to reject a training proposal from a language school.

A training plan must be attached to the application and must contain at least the following information:

- ✓ the institution responsible for the course
- ✓ location
- ✓ duration
- ✓ level/content of learning
- ✓ cost of training.

Once the authorization is approved by the project Adviser, the language course officially becomes eligible for funding under the EURES TMS project. The candidate will then proceed with completing the payment request.

Costs incurred by the applicant for language training may only be reimbursed after the activity has been completed, i.e. at the end of the course/training module in which he/she enrolled (**request for single-instalment payment**).

It is, however, possible to receive an advance payment of up to 50% of the course/training module costs to the applicant and the remaining 50% per cent as a balance (**request for payment in two instalments**).

All payment requests are completed via the platform by attaching a copy of the invoice or receipt from the language school (both for advance payment and final payment). A copy of the final certificate obtained must also be provided with the application for lump sum payment or balance payment.

If the applicant did not follow the authorised training plan and, for this reason, did not obtain a training certificate, he/she will not be entitled to reimbursement.

Any advance payments already made must be refunded by the candidate.

Recognition of diplomas and qualifications

Beneficiaries: candidates pre-selected by a project Adviser for a EURES TMS job vacancy

Amount: lump sum of 440 €

This benefit consists of a lump-sum contribution to cover part of the expenses related to the recognition of the candidate's qualifications or diplomas in the destination country.

Any applicant who has been at least pre-selected by the EURES TMS project Adviser for a job, traineeship or apprenticeship and who needs recognition of his/her academic and/or professional qualifications in the destination country may benefit from financial support to cover the costs incurred (e.g. certified copies and/or translations, administrative procedures).

How does it work?

The candidate may apply for financial support immediately after the start of the recognition procedure, to be proven by appropriate documents at the time of application.

If the candidate has started the recognition procedure before knowing that he/she has been pre-selected, his/her application may still be accepted. For the purposes of payment, it is not necessary to obtain the final certificate, as it may take several weeks or months to be issued.

How to claim the benefit?

Candidates who have been at least pre-selected on the platform for a job, traineeship or apprenticeship and need recognition of their academic/occupational qualification(s) in the country of destination, can benefit from financial support to cover the costs incurred for the procedure and apply with the appropriate form available on the platform.

Mobility allowance and Family mobility allowance

Beneficiaries: candidates hired for a job, traineeship or apprenticeship by an employer registered in the EURES TMS project

Amount: 600 € per month for a maximum of 3 months and, if family mobility is also requested, 660 € per month for a maximum of 2 months

Warning: The employer must not cover the relocation costs otherwise the benefit is not eligible. In addition, accident and health insurance for staff recruited in the destination country must be covered by the employer (by contract).

This benefit consists of a contribution towards the candidate's travel expenses to the destination country and covers transport, travel insurance, accommodation, meals and other expenses.

If the applicant moves with one or more family members (spouse, recognised partner, child(ren)), he/she is entitled to additional financial support for mobility.

Please note: We recommend that candidates obtain a European Health Insurance Card (EHIC) before travelling to settle in another country. This card, which is free of charge, allows access to necessary and government-provided medical care during a temporary stay in any European Economic Area (EEA) country, under the same conditions and at the same cost (free of charge in some countries) as for insured citizens of that country. It is also recommended that applicants take out travel insurance before departure.

How does it work?

The candidate has to complete three different applications via the platform, one in the month prior to departure and two in the months following the start of the job, traineeship or apprenticeship.

1^a request: the candidate submits the first request for payment financial support for his/her own relocation to another country (1 instalment of 600 €) and, if applicable, expresses the intention to take advantage of additional support for the mobility of his/her family.

When should it be sent? Within the month preceding the date of the start of the job/traineeship/apprenticeship (both the contract and a pre-contract are valid).

2^a request: the candidate submits the second request for payment of individual financial support (1 instalment of 600 €) and the first possible request for the additional amount for family relocation (1 instalment of 660 €), if any. In this second case, the total amount paid to the applicant will therefore be 1,260 €.

Warning: The financial support for the family does not depend on the number of relocated members, but only applies to one member (for this one, documentation proving the relocation must be submitted).

When should it be sent?

The request can be sent after the start of the job/traineeship/apprenticeship, together with 1st month pay slip (or similar document, according to specific national and contractual practices, or employer's declaration) and proof of the relocation of the family member, if the additional family mobility support is also requested.

3^a request: the applicant submits the third request for payment of individual financial support (1 instalment of 600 €) and the second possible request for the additional amount for family mobility (1 instalment of 660 €), if any. In this second case, the total amount paid to the applicant will therefore be 1,260 €.

When should it be sent?

The request can be sent from the second month following the start of the job/traineeship/apprenticeship, together with the pay slip for the 2nd month (or a similar document, according to specific national and contractual practices, or employer declaration)

Warning: If after 2 months from the start of the contract, the 2nd and 3rd payment requests are not submitted, the assigned Adviser and the project staff will be automatically notified in the platform and will proceed with the verification of the continuity of the working relationship. If not, any advance payments will have to be refunded by the candidate.

How to claim the benefit?

Once a contract (or a pre-contract) has been signed, the candidate may proceed with the request for payment. As mentioned, the total amount is provided in three different instalments. If applicable, the family mobility amount is provided in two instalments following the procedures and timetable set out above.

Training Programme (SMEs)

Beneficiaries: This financial support measure is exclusively reserved for SMEs offering a training programme to newly recruited candidates through the project. As a general rule, the definition of SME available at this link: https://single-market-economy.ec.europa.eu/smes/sme-fundamentals/sme-definition_en (see section 'employers and eligibility requirements') applies.

Amount: up to 1,500 € per training programme participant

The measure provides a financial contribution to candidates recruited through EURES TMS training, with the aim of closing skills gaps and better addressing labour market needs.

SMEs may also apply for financial support for the existing SME's workers training, provided that the training programme includes at least one worker recruited through EURES TMS. In no case may such financial support be claimed exclusively for workers already employed in the SME.

How does it work?

If a SME wishes to apply for financial support for a training programme for newly recruited employees through the project and, if appropriate, for other employees of the company, first of all it must request the authorisation by filling out a form on the platform. The assigned Adviser - and, later, the project staff - check the authorization request, which includes the training plan proposed, in order to assess that eligibility conditions are met. Afterwards, it will be possible to fill in the benefit request for payment once the employee(s), trainee(s) or apprentice(s) (recruited through the project) has officially started working in the enterprise and the training programme has at least started.

There is no time limit for the completion of the programme. However, the training activities must be completed by the project end date (06.01.2027).

Training can be either internal (offered by the employer) or external (offered through providers identified by the employer). In both cases, the amount of the recognised benefit is calculated on actual costs basis, and for this reason, proof of the expenses incurred must be attached to the request for payment.

How to claim the benefit?

In order to apply for authorisation via the platform, it is mandatory to provide at least the following information, irrespective of the status of the training

programme, i.e. whether still to be started or ongoing:

- brief description of the training programme
- learning Components
- duration
- list of participants.

At the end of the training programme, the employer may request reimbursement of the costs incurred by submitting the appropriate request for payment on the platform and attaching the documents proving the costs incurred.

Payment will only be made after submission (via the platform) of a satisfaction questionnaire by the participants of the training programme carried out (who were recruited via the project) and the signature sheets (if the programme also includes SME's employees).

To find out more:

EURES TMS site and platform: [EURES-TMS.politicheattive.lavoro.gov.it](https://eures-tms.politicheattive.lavoro.gov.it)

E-mail: EURES-TMS@lavoro.gov.it

Facebook: [@EURESmobilityTMS](https://www.facebook.com/EURESmobilityTMS)

X: [@EURES_TMS](https://twitter.com/EURES_TMS)

LinkedIn: [EURES Targeted Mobility Scheme](https://www.linkedin.com/company/EURES-Targeted-Mobility-Scheme)

Instagram: [EURES_Targeted_Mobility_Scheme](https://www.instagram.com/EURES_Targeted_Mobility_Scheme)

LIST OF ATTACHMENTS TO BENEFITS REQUESTS

INTERVIEW

REQUEST FOR INVITATION TO INTERVIEW (completed by employer)

Documents to be attached: not present

PAYMENT REQUEST FOR INTERVIEW (completed by the candidate)

Documents to be attached: not present

LANGUAGE TRAINING

REQUEST FOR LANGUAGE COURSE AUTHORISATION

Documents to be attached:

- ✓ Copy of the training programme containing information on the venue, duration (possible number of training units), level/content of learning and cost of the training.

PAYMENT REQUEST FOR THE LANGUAGE COURSE (ADVANCE)

Documents to be attached:

- ✓ First instalment payment receipt/invoice

PAYMENT REQUEST FOR THE LANGUAGE COURSE (BALANCE)

Documents to be attached:

- ✓ Second instalment payment receipt/invoice;
- ✓ Language certificate/certificate obtained.

OR

REQUEST FOR PAYMENT FOR THE LANGUAGE COURSE (TOTAL)

Documents to be attached:

- ✓ Total Payment receipt/invoice;
- ✓ Language certificate/certificate obtained.

RECOGNITION OF DIPLOMAS AND QUALIFICATIONS

REQUEST FOR PAYMENT FOR RECOGNITION OF DIPLOMAS

Documents to be attached:

- ✓ Copy of certification of academic qualifications or copy of certification of professional qualifications;
- ✓ Copy of the official application form or documents proving the start of

- the recognition procedure;
- ✓ Copy of the candidate's identity document.

INDIVIDUAL AND FAMILY MOBILITY

FIRST INDIVIDUAL MOBILITY PAYMENT REQUEST

Documents to be attached:

- ✓ Copy of the employment contract or pre-contract or other equivalent binding document in the case of an offer of an internship or job.

to be added for cross-border applicants only:

- ✓ Copy of the application for a residence permit in the country of destination.

SECOND INDIVIDUAL MOBILITY PAYMENT REQUEST

Documents to be attached:

- ✓ Copy of the employment contract if the pre-contract was uploaded in the previous application;
- ✓ Pay slip for the first month (or similar document, according to specific national and contractual practices, or certificate from the employer for the first month of work).

THIRD INDIVIDUAL MOBILITY PAYMENT REQUEST

Documents to be attached:

- ✓ Pay slip for the 2nd month (or similar document, according to specific national and contractual practices, or certificate from the employer for the second month of work).

FAMILY MOBILITY

SECOND INDIVIDUAL AND FAMILY MOBILITY PAYMENT REQUEST

Documents related to the family are to be attached:

- ✓ Identity document of the family member, showing the country of residence;
- ✓ Legal document confirming the status (official or de facto) of the family member for whom the additional financing is requested;
- ✓ Self-declaration of the family member or other documents proving the physical relocation of the family member (e.g. application for change of residence, co-ownership of utility bill, updated certificate of residence);
- ✓ Explicit consent of the family member to the processing of personal data.

THIRD INDIVIDUAL AND FAMILY MOBILITY PAYMENT REQUEST

Documents related to the family to be attached: not present

TRAINING PROGRAMME

REQUEST FOR AUTHORISATION OF THE EMPLOYER/EMPLOYEE FOR THE TRAINING PROGRAMME

Documents to be attached:

- ✓ Copy of the employment contract signed by both parties;
- ✓ Cost estimate for the training programme provided within the SME or by the external provider or both if modules delivered in both modalities.

REQUEST FOR PAYMENT BY THE EMPLOYER FOR THE TRAINING PROGRAMME

Documents to be attached:

- ✓ Copy of the employment contract signed by both parties;
- ✓ Evidence of expenditure incurred for the training programme;
- ✓ Signature sheets of SME participants in the training programme.