

Europass Mobility made easy



A brief guide to application and completion!

Europass Mobility provides a record of learning/training placements in Europe or in Switzerland in an official and recognised document. The skills, qualifications and experience that have been acquired are documented and evidenced in an easily readable format. Thereby also non-formal 'soft' skills are considered.

It is easy to apply for and complete the Europass Mobility online. Read on for some important information and more details on the individual steps.

Three types

The Europass Mobility can be issued for mobility projects of all types, at all educational levels. There are three types of procedure to choose from:

- **Type A:** The learning/training placement abroad takes place approved and funded by a national programme.
- **Type B:** The learning/training placement inland takes place approved by a national programme.
- **Type C:** The learning/training placement does not take place under any of the programmes cited above.

Quality guaranteed

The following quality criteria must be met before an application for a Europass Mobility can be submitted:

- A written agreement between the sending organisation and the host organisation about the content, objectives and duration of the learning/training placement.
- A suitable language training in preparation for the individual being sent to a different language region or abroad to complete a learning/training placement.
- The assistance by a mentor on site for the person completing the learning/training placement.
- Compliance with geographical restrictions: Switzerland or the Erasmus+ Programme Countries¹.

The Europass Mobility is applied for by the sending organisation. The completion and signature needs to be done by the sending and the host organisation together.

Try first

Before applying for a Europass Mobility for the first time, it may be helpful to print out the sample shown on the website.

Furthermore, you have the possibility to familiarise yourself with submitting a Europass Mobility by completing a „DEMO“ version of the application. Therefore, you have to choose “DEMO Antrag” at the stage where you’re asked for the issuing office during your application.

¹ The Erasmus+ Programme Countries are listed under: http://ec.europa.eu/programmes/erasmus-plus/index_en.htm.

Seven steps

In order to apply for and complete a Europass Mobility the following steps must be followed:

1. Registration:

As the sending organisation, you must register for a Europass account at ch.europass-db.com. You will receive your password by e-mail. In combination with your e-mail address, this one will be needed every time you log in in the future. This way, you can apply for as many Europass Mobility passes as you like over a longer period.

2. Master data:

When you first log in, you will be prompted to enter your master data. The data will be stored and inserted from now on automatically, every time you submit an application. You can edit this master data at any time via the main menu.

3. Declaration:

If you now go to 'I want to apply for Europass Mobility' in the main menu, you will first be asked to accept the declaration on the quality criteria. By doing so, you undertake to comply with them.

4. Application:

Once you have accepted the declaration, you come to the actual process of applying for the Europass Mobility. Enter the number of Europasses, the planned start and end of the learning/training placement, and the issuing office.

Depending on the nature of the learning/training placement, you must select the procedure type (A, B or C).

If you choose type A, you have to enter the mobility programme and the project, under which the learning/training placement is taking place. The data will be checked automatically and the application will be released for completion or rejected immediately.

If you choose type B or C, you have to enter the corresponding mobility programme or a short description of the project. Then you will be asked if you want to submit your application. This is necessary because your application will have to be checked by hand by the National Europass Centre or the issuing authority. No more than 14 days later you will receive e-mail notification of whether or not your application has been released for completion.

6. Completion:

Now you can enter the actual content of the Europass Mobility, i.e. the knowledge and qualifications acquired by the participant/beneficiary during their learning/training placement. Once the application has been released for completion, this information is entered by either the sending or the host organisation, as agreed between them. The personal details of the participant(s) and information on the host organisation must also be given. Name and describe the knowledge and

skills acquired during the learning/training placement as specifically as possible. If necessary, they can be copied for use in other Europasses. Click on the red question mark symbol for help completing the fields.

7. Finalisation and sign-off:

Once you have completed the Europass Mobility, you can print it off as pdf so that you can stamp and sign it. Alternatively, stamp and signature may be added electronically. Furthermore, the Europass Mobility can be made available to participants in electronic form, for use in online applications, for example.

The Europass Mobility is one of the 5 official Europass documents.

The others are:


- The Europass CV
- The Europass Language Passport
- The Europass Diploma Supplement
- The Europass Certificate Supplement


More information on Europass:
www.ch-go.ch/europass

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