

Information leaflet language course

Applying for a funding allowance for a preparatory or employment related language course (Updated: December 2023)

The Your EURES Job 4 (YEJ 4) mobility programme provides workers in the EU with comprehensive guidance and support to overcome obstacles to employment, training or work experience in another EU country, Iceland or Norway.

Funding description:

Applicants can apply for financial support for the costs of a preparatory or employment related (country of destination) language course.

In the case of a part-time language course, applicants must be released from work by their employer for the duration of the course. The employment related language course must start within the first two months after commencing employment.

Funding requirements:

- minimum age 18 years **and**
- citizenship of an EU member state, Norway or Iceland **or**
- permanent residency in an EU member state, Norway or Iceland.
- You are advised by the Federal Employment Agency or a EURES Adviser (*) and the advisory has been verifiably taken place prior to submitting the application.

What kind of financial assistance will I receive?

Actual declared eligible expenses up to a **maximum of €2200** are available per applicant.



With financial support
from the European Union



Bundesagentur für Arbeit

Zentrale Auslands-
und Fachvermittlung (ZAV)



1b

Is there a deadline to submit the application?

Applications have to be submitted at least 10 business days prior to the start of the language course. A subsequent application is not possible. Lessons taken prior to the written approval, might not be funded. Please note that the application procedure can take up to four weeks. We recommend to submit the complete application documents as early as possible.

When do I receive the funding allowance?

The payment will be made after the submission of the invoice, record of attendance and proof of transfer to the applicant. Invoice and record have to be signed and stamped by the language school. The record of attendance has to be signed by the applicant as well. The costs will be transferred directly to the applicant at the end of the course. After having completed 50% of the approved language course hours and submission of both a partial invoice and record of attendance, a payment is possible on a pro rata basis

Which documents do I have to submit?

1. At the time of application:
 - signed application form
 - copy of your valid ID or passport, or, for non-EU citizens, a copy of your permanent residence permit
 - two offers from two language schools and justification of own preference
 - employment contract in the country of destination
 - if employment related: a release agreement, signed by the employer
2. At the end (or if applicable midst) of the course, in order to receive the financial allowance:
 - invoice and
 - record of attendance and
 - proof of payment to the language school

All documents for and from the language school need to be stamped and signed. Missing or incomplete documents will lead to a delay in application processing. Payment is not possible, without a signed record of attendance! This applies to face-to-face as well as online classes.

How do I select a language course?

Applicants are free to choose a language course (face-to-face or online) and provider according to their needs and wishes. Please choose carefully!

Language school recommendations cannot be made by the Federal Employment Agency on the grounds of neutrality. However, the quality of the language course provider must be verifiable through certification. Among other things, the following quality features of a language school are checked through certification:

- provides comprehensible information about the courses offered on a professional website with an address and is easy to reach by email and telephone.
- has extensive experience in language teaching and adult education.
- has sufficient space and technical equipment.
- employs trained language teachers (CV on the website) and a permanent administrator.
- carries out a placement test, specifies the starting and target level and.
- specifies teaching materials and a realistic course scope to achieve the objectives.

Where do I submit the documents?

To your personal adviser at the International and Specialized Services (ZAV) in Germany (e.g. via Make it in Germany) **or** to your EURES Adviser in your country of origin.



With financial support
from the European Union

What do I have to pay particular attention to?

Only actual costs that incurred and were verifiably transferred to the language school will be reimbursed up to the **maximum amount of € 2200**. If you drop out of the course early, only successfully completed lessons and any additional fees already paid will be reimbursed. Proportionate costs for absences will not be reimbursed.

At this point, we recommend that you carefully read the terms and conditions of the selected language school. This applies in particular to the conditions in the context of absences and any resulting costs for participants.

Should a language course be conducted on a part-time basis, participation in a TMS-integration programme in Germany is no longer possible.

Special information:

The costs of a language course will only be reimbursed if no funds from a mobility programme of the EU Commission have yet been called for this funding measure.

The project ends on 30/09/2025. All language courses must have been completed and all cost receipts submitted **by 31/08/2025**.

There is no legal entitlement to payment of the financial support until the application has been approved by the TMS team. The approval of applications is subject to the availability of funds.

Further information:

[EURES Germany](#)
[Make it in Germany](#)
(* [Find a EURES Adviser](#))