

GUIDE FOR EUROPASS MOBILITY EDITOR

Why is it useful to have a Europass Mobility?

- Europass Mobility records skills and competences acquired during a mobility period, making them comparable and transparent.
- The document can be issued in **several languages**.
- It can be helpful when **looking for a job** – whether in Hungary or another EU member state –, because the member states of the European Union and the EFTA states use this document to verify an organised period of learning or training abroad.
- The Europass Mobility certificate can only be issued in case of international mobility programs that meet the **specified requirements** (see the list of programs under part 23).
- Issuance and usage of the document is completely **free and voluntary**.

For more information on the Europass Mobility certificate and on other documents of the Europass Portfolio, please visit the following site: <https://europass.cedefop.europa.eu/>

How does the Europass Mobility (EM) editor work?

 The document can be filled by this editor:

[EUROPASS.TPF.HU](https://europass.tpf.hu)

- The EM editor is an online tool that can be accessed without registration, not a database. No personal or other data is saved when filling and/or issuing the documents.
- If you set it up in your own browser by cookie settings (Explorer, Firefox, Chrome etc.) the editor will remember the data you entered but will not store it either when you finish filling the document and press the download button.
- About cookies: Cookies are small files, which are stored on a user's computer. They are designed to hold a modest amount of data specific to a particular client and website, and can be accessed by either the web server or the client computer. This allows the server to deliver a page tailored to a particular user, or the page itself can contain some

script which is aware of the data in the cookie and so is able to carry information from one visit to the website (or related site) to the next.

- Fields marked with * are mandatory (especially 15B and 23!)
- The Europass Mobility can be issued in the following languages: Hungarian, English, German, French.

How to provide data as a host partner?

Exporting and importing via EM editor:

- The sending partner or the holder of the document starts the issuing process of the EM. After filling the relevant fields, they download the document. The downloaded document is a **PDF XML**.
- The document should be sent to the host partner for **further data providing**. (*We suggest the sending institution to send the Europass Mobilities as attached files via e-mail to the host partner.*)
- With the help of the **PDF XML** format the host partner can import the EM document to the editor again. All the data becomes editable again after importing.
- The document should be send back to the sending partner or the holder of the document after providing the data. The completed mobility document becomes downloadable with a click. Also thanks to the PDF-XML format, the users can import it to the editor anytime, so they can re-edit and expand it later. However, it is important that the document is only validated after it is printed and signed by the sending institution, the reference person/mentor and the owner. With institutions, a stamp also needed for validation!

STEP BY STEP guide

The sending and the host partner have the chance to edit the EM together with the help of this PDF XML exporting and importing process.

1. Download the file from the sending partner's e-mail.
2. Open <http://europass.tpf.hu/>.
3. Choose the language. The language of the file and the editor must be the same!
4. Click on Issue new Europass Mobility in the menu bar on the left side.
5. Click IMPORT FILE.
6. Fill the data regarding to you (host partner).
7. After click on EXPORT button and download the file.
8. Send the downloaded EM to the holder of the document (via e-mail) for further data providing.
9. Sign and stamp the document when you receive it by paper.
10. The original, final and signed version of the document belongs to the holder of the document.

Contact/Help

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