

Important information for those planning to look for work while drawing Swedish unemployment benefit in another EU/EEA country or in Switzerland. Please read this information carefully before submitting your application. **You are recommended to print out and save the information leaflet.**

### **Jobseeking in another EU/EEA country or Switzerland with Swedish unemployment benefit**

If you are looking for work and are wholly unemployed, you are entitled to look for work for up to three months in another EU/EEA country or Switzerland while continuing to draw Swedish unemployment benefit. To do this, you must apply for document U2.

At the end of the information leaflet there is a list of the countries that make up the EU and the EEA.

### **Jobseekers with document U2**

In certain circumstances you may be issued with document U2 if you are an EU/EEA citizen or Swiss citizen and intend to look for work in another EU/EEA country or Switzerland.

Your opportunity of obtaining document U2 in order to look for work in certain countries may be limited on account of your citizenship.

### **Jobseekers with form E 303**

In certain circumstances you may be issued with form E 303 if you are a citizen of a country outside the EU/EEA or Switzerland and intend to look for work in the United Kingdom. In order to obtain form E 303 you must submit the same application and fulfil the same conditions as for document U2, see below. Also see "Additional conditions for citizens of countries outside the EU/EEA area and Switzerland". If you are being issued with form E 303, it is the United Kingdom who is responsible to pay out your Swedish unemployment benefit.

### **Special additional information about citizenship**

There may be certain restrictions primarily for citizens of those countries that became members of the EU in 2004 and 2007. The [EURES](#) website contains more information about transitional rules. You can also contact the Swedish Public Employment Service for more information.

More information about the possibility of seeking employment in another country while drawing Swedish unemployment benefit if you are a citizen of a country outside the EU/EEA or Switzerland, stateless according to the New York Convention or a refugee according to the Geneva Convention can be obtained from the Swedish Unemployment Insurance Board (IAF).

### **Special information to those who intend to travel to Spain**

The employment office in Spain requires a Spanish social security number to let you register with them. Contact the Spanish employment office in good time before your departure. If you come to Spain without a social security number you risk being denied entry on the Spanish employment office.

## Special information to former self-employed frontier workers

If you are wholly unemployed and most recently completed periods of insurance as self-employed in Sweden, and you have been residing in another Member State where no system for unemployment benefits covering self-employed persons exists, you can apply for exporting your unemployment benefits to that Member State with document U2. You do not then need to fulfil the condition mentioned below, to be registered as a jobseeker with the Swedish Public Employment Service four weeks after your unemployment. But you must though register as a jobseeker with the Swedish Public Employment Service in order to receive unemployment benefits, and also apply for document U2 prior to your departure.

### In order to obtain document U2, you must satisfy the following conditions:

- You intend to seek employment in another country in the EU/EEA or in Switzerland.
- Prior to your departure, you must have been wholly unemployed and registered as a jobseeker and been available to the Public Employment Service in Sweden for at least four weeks after you became unemployed. The IAF may waive part of this period under certain conditions, e.g. if you are accompanying your spouse or partner who will be working in another member state. These details must be confirmed with for example an employment contract attached to your application.
- You are entitled to unemployment benefit. If your unemployment insurance fund has not approved your entitlement to unemployment benefit, the IAF cannot process your application for document U2.
- You have applied for document U2 prior to your departure.
- If you have previously had document U2, you must have worked since then and fulfil the conditions again in order to obtain a new form.
- You must be a citizen of an EU/EEA country or of Switzerland, stateless according to the New York Convention, a refugee according to the Geneva Convention or a citizen of a country outside the EU/EEA area or Switzerland.

### Additional conditions for citizens of countries outside the EU/EEA area and Switzerland

If you are a citizen of a country outside the EU/EEA and Switzerland you may apply for document U2 in order to seek work in another EU-country (Denmark excluded), provided that you are legally resident in the territory of Sweden and are not in a situation which is confined in all respects to Sweden. A condition for this is that you are entitled to work and register with the employment services in the country in which you intend to look for work. Please note that, if you are granted document U2, you must on request from the member state you are travelling to provide a document that confirms that you have the right to reside and work in that member state.

If you intend to look for work in the United Kingdom, you shall apply for form E 303, see more above under the section "Jobseekers with form E 303".

### How to apply for document U2

1. Complete part A of the application that can be found on page 5-6 in this document.
2. Send the application to your unemployment insurance fund no earlier than three weeks before the date of your departure. Use the address in the list of addresses on page 4.

*The unemployment insurance fund will complete part B of the application and return it to you.*

3. Once you have received the application back from your unemployment insurance fund, you should visit the Public Employment Service.

*The Public Employment Service will complete part C.*

4. Check that the application is complete and sign it in part D.
5. Then send the application to the IAF. It is your responsibility to ensure that the application reaches the IAF on time and that it is complete. If the application is not complete, there may be a delay in processing it. The application should reach the IAF no later than five working days prior to the date of departure.

## **Change of departure date**

If you wish to change the date of departure after submitting your application, you must contact the IAF in good time prior to your departure.

## **What happens then?**

### *Decision*

The decision of the IAF, that is document U2 or a decision to reject the application, is sent to your address in Sweden. However, if the IAF judges that there is not enough time for you to receive the decision prior to your departure, IAF can send it to your address outside Sweden. Please take care, therefore, to state clearly complete addresses in the application.

### *Application in the country where you intend to look for work*

Register immediately as a jobseeker with the employment services. This applies even if you have not had time to receive the decision of the IAF. Note that you must register within seven days, counted from the date of departure stated in your document U2, to receive unemployment benefits from the date of departure. If you register with the employment services abroad after seven days, you can only receive unemployment benefit from the date of registration.

You will not receive unemployment benefits until the foreign public employment service has informed your Swedish unemployment fund of the date on which you were registered as a jobseeker there. The registration is confirmed on a document called U009. It is good if you remind the official that the document U009 must be filled in and sent to your unemployment insurance fund in Sweden, when you visit the foreign employment office to register as a jobseeker. Be aware that it may take some weeks before the unemployment insurance fund receives document U009 and your unemployment benefits will be paid out.

Some countries require that you obtain a national identification number or social security number before you can sign up with the employment services. To avoid problems during the registration, it is important that you find out what applies in the country where you will seek employment. In some cases it may be necessary to initiate this process before your departure.

If you have questions about the rules for entering the employment services in the country where you will seek employment, you should contact the authorities in that country.

### *Payment procedures when you look for work abroad with document U2*

If you have been issued document U2, the Swedish unemployment insurance fund is responsible for paying your Swedish unemployment benefits when you are abroad. Please note that your Swedish unemployment insurance fund must receive document U009 from the foreign public employment service for your unemployment benefits to be paid out. For more information see the text above in the section "*Application in the country where you intend to look for work*".

### *Return to Sweden*

If you don't get a job during your period with certificate U2, it is important that you return within the granted period and contact the employment office (Arbetsförmedlingen) in Sweden. The day that you have to be back on is stated in point 2.2.1 of your certificate U2.

### *No possibility for extension*

There is no possibility to get an extension of certificate U2. According to article 64 EU Regulation 883/2004 the Member States are free to decide about extended periods. Sweden has decided not to have this as a possibility. According to 28 § Förordning om arbetslöshetsförsäkring (1997:835) IAF is not allowed to extend an export period to comprise more than three months.

## **If you wish to withdraw your application, document U2**

If you wish to withdraw your application for document U2, you must inform the IAF in writing. If the IAF has issued a document on your behalf, it is important that you return it to the IAF. Once you have done this, the IAF will inform your unemployment insurance fund that you have withdrawn your application.

### **More information**

More information about job seeking abroad can be obtained from the [Public Employment Service](#).

If you have any questions about your unemployment benefit or document U1, you should contact your unemployment insurance fund.

Questions about document U2 (or form E 303) will be answered by the IAF.

#### **The EU**

The following 28 countries are members of the EU:

Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, the Netherlands, Poland, Portugal, Rumania, Slovakia, Slovenia, Spain, Sweden and the UK.

#### **EEA**

The following three countries are part of the EEA:

Iceland, Liechtenstein and Norway.

## Contact information to the Unemployment insurance funds

Unemployment insurance funds	Street address	Postal address	
Akademikernas erkända	Klara Norra Kyrkogata 33	Box 3536	103 69 Stockholm
Arbetslöshetskassan Alfa	Åsboholmsgatan 6		504 51 Borås
Arbetslöshetskassan för service och kommunikation	Barnhusgatan 6-10	Box 1105	111 81 Stockholm
Arbetslöshetskassan Vision	Malmskillnadsgatan 54	Box 7605	103 94 Stockholm
Byggnadsarbetarnas	Barnhusgatan 6	Box 516	101 30 Stockholm
Elektrikernas	Barnhusgatan 6	Box 45104	104 30 Stockholm
Fastighets	Barnhusgatan 6, 4 tr	Box 359	101 27 Stockholm
Finans- och Försäkringsbranschens GS	Oxtorgsgränd 2	Box 3111	103 62 Stockholm
Hamnarbetarnas	Olof Palmes Gata 31, plan 5	Box 1152	111 81 Stockholm
Handelsanställdas	Klara södra kyrkogata 1, 4tr		111 52 Stockholm
Hotell- och Restauranganställdas	Upplandsgatan 5	Box 1146	111 81 Stockholm
IF Metalls	Olof Palmes gata 31	Box 494	101 29 Stockholm
Journalisternas	Olof Palmes gata 11	Box 70422	107 25 Stockholm
Kommunalarbetarnas a-kassa	Vasagatan 50	Box 1116	111 81 Stockholm
Ledarnas	EU-enheten	Box 1057	621 21 Visby
Livsmedelarbetarnas	Kungsgatan 60	Box 12110	102 23 Stockholm
Lärarnas	Upplandsgatan 3	Box 1156	111 81 Stockholm
Pappersindustriarbetarnas	Inläsningen	Box 12001	102 21 Stockholm
Skogs- och Lantbrukstjänstemännens	Olof Palmes gata 11, 5 tr	Box 1127	111 81 Stockholm
Småföretagarnas	Sjöängsvägen 7		192 72 Sollentuna
STs	Klara Södra Kyrkogata 1	Box 6057	102 31 Stockholm
Svensk Handels Arbetslöshetskassa	Sturegatan 15	Box 5100	102 42 Stockholm
Sveriges Arbetares	Tegnérsgatan 4	Box 6120	102 32 Stockholm
Säljarnas	Sveavägen 98, 3 tr	Box 6507	113 83 Stockholm
Transportarbetarnas	Sankt Göransgatan 66		112 33 Stockholm
Unionens	Olof Palmes gata 29, plan 6	Box 714	101 33 Stockholm
		Box 17098	200 10 Malmö

**Läs igenom anvisningarna på informationsbladet innan du ansöker om intyget!  
Samtliga delar av ansökan ska fyllas i.**

**Uppgifterna som lämnas kommer att behandlas i IAFs datasystem. Läs mer om behandlingen av personuppgifter vid IAF på [www.iaf.se](http://www.iaf.se)**

A. Grunduppgifter – fylls i av den arbetssökande		VAR GOD TEXTA!
Del A fyller du själv i. Tidigast tre veckor före avresan skickar du din ansökan till din arbetslöshetskassas EU/EES-handläggare, som ska fylla i del B.		
Förnamn	Efternamn	Personnummer, 10 siffror
Gatuadress i Sverige		Telefonnummer
		Mobilnummer
Postnummer och postort		E-postadress
Gatuadress i det land där du vill söka arbete		Födelseort
		Medborgarskap enligt pass
Postnummer och postort	Land	Avresedag
Arbetslöshetskassa som du får ersättning från		
Datum för underskrift	Underskrift	

B. Arbetslöshetskassans uppgifter – fylls i tidigast tre veckor före avresa		
Del B fyller din arbetslöshetskassas EU/EES-handläggare i och skickar tillbaka till dig med vändande post. När du har fått tillbaka ansökan besöker du Arbetsförmedlingen, som ska fylla i del C.		
Ansökan inkom den		
Får den sökande ersättning från arbetslöshetskassan? <input type="checkbox"/> Ja <input type="checkbox"/> Nej	Ersättning sedan (år, månad, dag)	Tidrapporter finns t.o.m. (år, vecka)
Har den sökande deklarerat helt arbetslös på tidrapporterna? <input type="checkbox"/> Ja <input type="checkbox"/> Nej		
Hur många dagar av ersättningsperioden har den sökande kvar räknat från avresedag (förutsatt att han/hon är helt arbetslös)?  dagar		
Besvaras om antalet kvarvarande dagar understiger 67 dagar Bedöms den sökande beviljas en ny ersättningsperiod/150 nya ersättningsdagar? <input type="checkbox"/> Ja <input type="checkbox"/> Nej		
Beräknas den sökande vara avstängd från ersättning vid avresan? <input type="checkbox"/> Ja <input type="checkbox"/> Nej	Om "Ja", ange startdatum samt längd för avstängning	
Har den sökande tidigare beviljats intyg E 303/U2? <input type="checkbox"/> Ja <input type="checkbox"/> Nej <input type="checkbox"/> Vet ej	Om "Ja", har den sökande arbetat sedan dess? <input type="checkbox"/> Ja <input type="checkbox"/> Nej	
Fylls endast i om sökanden vid sitt senaste arbete var egenföretagare		
Är sökanden en helt arbetslös egenföretagare? <input type="checkbox"/> Ja <input type="checkbox"/> Nej	Är sökanden gränsarbetare? <input type="checkbox"/> Ja <input type="checkbox"/> Nej	Ange bosättningsstat:
B. Arbetslöshetskassans uppgifter fortsätter på nästa sida		

**Fylls endast i vid ansökan om intyg E 303**

Dagpenningbelopp under tremånadersperioden, inklusive datum och belopp för samtliga förändringar, ska anges från och med avresedagen och tre månader framåt

Bruttobelopp	Skatt	Ev. övriga avdrag	Nettobelopp per dag	Antal ersättnings-Dagar	Fr.o.m.	T.o.m.

Önskar arbetslöshetskassan månatliga återrapporteringar från behörig institution utomlands (gäller endast för sökande med intyg U2)?  
 Ja

Eventuella tilläggsupplysningar

Uppgiftslämnare/Namnförtydligande	<b>Arbetslöshetskassans stämpel med postadress</b>
Datum	

**C. Arbetsförmedlingens uppgifter – fylls i vid den sökandes besök**

Del C fyller Arbetsförmedlingen i vid ditt besök.

Ansökan inkom den

Är den sökande inskriven på Arbetsförmedlingen?

 Ja  Nej

Om "Ja", ange nuvarande sökandekategori:

I denna sökandekategori sedan (datum):

Eventuella tilläggsupplysningar, exempelvis inplanerade aktiviteter.

**Information till Arbetsförmedlingen: Var god kontrollera tillsammans med den sökande att uppgifterna i del A stämmer samt att ansökan är komplett ifylld innan den skickas till IAF.**

Uppgiftslämnare/Namnförtydligande

Arbetsförmedlingens stämpel med postadress

Datum

Telefonnummer

**D. Din underskrift**

Del D fyller du själv i.

Med stöd av uppgifterna under del A, B och C ansöker jag härmed om intyg U2 eller intyg E 303.

Jag har läst informationen som lämnas tillsammans med ansökan om intyg U2 eller intyg E 303 (sidorna 1-3)

Datum

Underskrift

Skicka ansökan till:

Inspektionen för arbetslöshetsförsäkringen (IAF)  
Box 210  
641 22 Katrineholm

Tänk på att IAF bör ha din komplett ifyllda ansökan senast fem arbetsdagar före avresedagen.