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Registration & lodging of applications for international protection

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Key information

Updated version, incorporating the provisions of the New Pact on migration and asylum, will be available for translation soon. Translation requests can already be submitted.



Target group

Officers tasked with registering and lodging applications for international protection



EQF/MQF level

Level 4



Version

Version 2 (2026)



Entry requirements

Full qualification at EQF Level 3 or equivalent AND proficiency in English



Prerequisites

Successfully passed Access to the asylum procedure: Making an application for international protection
OR at least 3 months of work experience in asylum and/or reception



Assessment

Case studies



Languages

English

Learning outcomes & description

DESCRIPTION

This module aims to provide learners with the knowledge and skills necessary for the registration and lodging of an application for international protection in line with the EU asylum acquis and Fundamental rights, while taking into account vulnerabilities and special needs of persons. It also develops learners' knowledge and skills to provide the relevant information to applicants for international protection during the registration and lodging.

LEARNING OUTCOMES

At the end of this module, the learner will be able to:

Knowledge

1. Identify the key steps of registering and lodging applications for international protection according to the EU legal framework and key fundamental rights;
2. Identify an appropriate approach to gathering relevant information from applicants for international protection during registration and lodging;
3. Identify the relevant information to be provided to applicants for international protection during registration and lodging, and the appropriate communication techniques;
4. Identify appropriate approaches to consider special needs of applicants during registration and lodging.

Skills

5. **Applying the key steps of registering and lodging applications for international protection according to the EU legal framework and key fundamental rights;**
6. **Applying an appropriate approach to gathering relevant information from applicants for international protection during registration and lodging;**
7. **Selecting the relevant information to be provided to applicants for international protection during registration and lodging, and the appropriate communication techniques;**
8. **Applying appropriate approaches to consider special needs of applicants during registration and lodging.**

Competences

9. **Carry out tasks related to identifying the key steps of registering and lodging applications for international protection according to the EU legal framework and key fundamental rights;**
10. **Carry out tasks related to selecting an appropriate approach to gathering relevant information from applicants for international protection during registration and lodging;**
11. **Carry out tasks related to selecting the relevant information to be provided to applicants for international protection during registration and lodging, and the appropriate communication techniques; and**
12. **Carry out tasks related to identifying appropriate approaches to consider special needs of applicants during registration and lodging.**

DELIVERY METHOD

This module can be delivered fully online or face-to-face.

ASSESSMENT STRATEGY

Irrespective of the learning strategy chosen (online or F2F), there will be one assessment at the end of the module consisting of four tasks. The assessment is partially based on hypothetical case scenarios of a registration officer tasked with registering applicants for international protection coming from fictitious countries. The tasks will be based on different components in an applicant's case file, including parts of the applicant's statement and/or supporting documents. The assessment is based on

multiple-choice questions which will be presented in different forms depending on the task (using the possibility to select one out of four possible answers, selecting the appropriate answer to questions out a drop-down menus and exercises in which the learner is asked to fill in the blanks with expressions provided).

Accredited module details

Accredited module

Duration 8 hours online learning OR 1 day face to face

Number of ECTS n/a

Language English

Assessment 1 hour

Training plan 2026

Training plan	Target group	Loc.	Est. time for online studies	Reg. deadline	Online	Webinar / Face to face	Assessment
Learners curriculum	Asylum staff	online	8 hours	13/4/2026	26/5 to 8/6/2026	n/a	n/a