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# Registration & lodging of applications for international protection


## Key information

## Learning outcomes & description

## Non-accredited module details

## Training plan 2026


## Key information

**This new pact-aligned version is available for translation.**

**Target group**

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**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

**n/a**

## 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.**

# Non-accredited module details

| | ***Accredited module*** |
|---|---|
| **Duration** | **8 hours online learning OR 1 day face to face** |

***Accredited module***

**Number of ECTS** **n/a**

**Language** **English**

**Assessment** **n/a**

# 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** |
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