



**carewithcare**

POWERED BY CARE.COM AND MAGSAYSAY

# Care With Care New Candidates To-Do List

How to finalize your application with Care With Care in 4 steps



Thanks for applying to Care With Care!

You have made the first step in your journey to Germany, but there is still a long road ahead. Below you will find the To-Do List you have to go through within the first 1–2 months at Care With Care. **Candidates must complete ALL steps listed here BEFORE enrolling into the A2 course** for Care With Care to sponsor the language learning and organize their first interviews with their future employers.

Please read the list carefully and print out for your reference at any time. We also advise you to start completing the steps immediately after receiving this checklist. Remember: the faster you complete all your to-dos, the sooner we will be able to match you with the employer.

Good luck!



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## Care With Care New Candidates To-Do List

1. Complete [Candidate Professional Profile](#). A member of the Magsaysay team will contact you to complete a professional profile on your background, qualifications, and work experience to be shared with employers.
2. Enroll, pay and complete the A1 German course with a 70% passing grade. Email [carewithcare@magsaysay.com.ph](mailto:carewithcare@magsaysay.com.ph) when you pass your A1 course.
3. Submit a **COMPLETE** set of all required Qualification Recognition Documents in a long brown folder inside a plastic cover.

**The following documents should be submitted in 2 colored, A4-sized, notarized true copies with the original notary stamp seal.**

Passport information page (Please note: Your passport must be valid for at least 18 months).

PSA Birth Certificate (NSO not accepted anymore).

PSA Marriage Certificate (if applicable) for females only (NSO not accepted anymore).

Bachelor of Science in Nursing Diploma (BSN).

BSN Transcript of Records (TOR).

To evaluate your nurse qualification, German authorities need to see the total number of hours for each course you took in university.

German authorities will accept one of two forms of documentation:

- **Most preferred option:** Your Transcript of Records (TOR) includes the total number of hours for each course — [see example](#).
- **2nd most preferred option:** Your Transcript of Records (TOR) if only credits are listed, PLUS the complementary document includes the hours for each course — [see example](#).

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Related Learning Experience (RLE).

Nursing Board Certificate (NBC).

PRC Nursing License (front & back in one page).

PRC Board Rating.

MGSI Program Agreement (we will send the form separately).

Certificate(s) of Employment signed by your immediate supervisor with their full contact details for verification. If you have an old one, this is OK for now, until the local authority might request something else. Certificate should indicate the following: position, department, start and end date of employment, full-time or part-time nurse, task description, employer signature.

### EXAMPLES INCLUDE:

- Volunteer nurse in a hospital.
- Private Duty Nurse COE; with name of patient, diagnosis, attending doctor's name, contact person/telephone number of the person who hired you as a PDN.
- Company Nurse COE; with job description.
- COEs of Hospital abroad.

**The following documents should be submitted in one hard copy signed by you (no need to notarize them):**

All completed [Qualification Recognition Applications](#) with your signature.

[Care.com Power of Attorney](#).

[Lebenslauf \(German CV\)](#).

Please hand-carry or send your COMPLETE set of documents in a long brown folder inside a plastic cover via LBC to:

*Hennessy Boneo  
Magsaysay Global Services Inc.  
7F Times Plaza, Taft cor. UN Ave.  
Ermita, Manila*

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4. Submit remaining documents by email to [carewithcare@magsaysay.com.ph](mailto:carewithcare@magsaysay.com.ph). Please send a **COMPLETE set of 4 documents as an attachment in ONE email. Please include your full name in the subject line.**

Proof of the document translation payment.

- Pay the translation fee **PHP 12,500** using BDO transfer:

Account name:	<b>Magsaysay Global Services, Inc.</b>
Account number:	<b>451-002-4234</b>

- Indicate your full name and the words “Translation fee” on the deposit slip.
- Make a photo or a scan of the deposit slip and attach it to your email.

eServices certificate

- Register at <http://eservices.poea.gov.ph>.  
Keep your personal reference number (e-registration number) and attach the screenshot to your email.
- A hard copy of this certificate will be required for your Overseas Employment Clearance (OEC). PLEASE
- NOTE: This is ordered by POEA. Failure to register here could halt the processing of your Overseas Employment Clearance.

PEOS Certificate

- Visit this website: <http://peos.poea.gov.ph/professionals> and take the Pre-Employment Seminar (PEOS) free of charge online.  
You will receive their PEOS certificate from POEA via email. Save it and attach to your email to MGSI.
- A hard copy of this certificate will be required for your Overseas Employment Clearance (OEC).

Headshot photo of yourself. This photo will be included in your professional profile presented to employers.

## Questions?

Feel free to contact Hennessy Boneo (Phone: 0917-861-9852) or Rona Manguera (Phone: 0917-800-5623).  
You can also email us: [carewithcare@magsaysay.com.ph](mailto:carewithcare@magsaysay.com.ph)