



## CHECKLIST FOR APPLICANTS LANGUAGE AND CULTURE ASSISTANTS PROGRAM FOR SCHOOL YEAR 2018-19

**IMPORTANT:** print this document and e-mail it along with the rest of documents to the regional education advisor do not send documents separately or until you have obtained and uploaded all of them.

**Last name,** \_\_\_\_\_

**First name,** \_\_\_\_\_

**Country of origin,** \_\_\_\_\_

Please, once you have completed all these sections, your application will be considered.

### **DOCUMENTS ON PAPER, SIGNED AND DATED**

I am including the following documents in the email to my Education Advisor.  
[asesoria.paisesnord@mecd.es](mailto:asesoria.paisesnord@mecd.es):

- PDF printout form generated by PROFEX, dated and signed
- This CHECKLIST, as all the steps in the application have been completed

### **UPLOADED DOCUMENTS**

I have uploaded all the following documents in the appropriate places in Profex as indicated in the manual:

- Main page of my passport
- Copy of my official College transcripts or College degree
- Signed and dated letter of intent or statement of purpose
- Letter of recommendation
- Medical Certificate

**Signed and dated:**