

## LANGUAGE AND CULTURE ASSISTANTS IN SPAIN

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## Answers:

### 1. Who can apply for the scholarship? Do I qualify?

The qualifications you need depend on your country of origin:

- For new and renewal applicants from [Belgium](#) (French language), [Germany](#), [Austria](#), [France](#), [Italy](#), [New Zealand](#) and the **United Kingdom** the qualifications depend on the educational authorities responsible for the program in each country. (Please, click on the name of your country to see the qualifications you need.)
- For new applicants from [France](#) or [Ireland](#), the qualifications depend on the educational authorities responsible for the program in each country. Please click on the name of any of those countries to see the qualifications you need. For renewal applicants from **France** or **Ireland** please see the information below.
- For new and renewal applicants from the following countries: **Belgium (English language)**, **Canada, U.S.A., The Netherlands (English language)**, **Australia, Luxembourg (English language)**, please see the information below.
- General qualifications for **Chinese applicants** are specified below, considering these exceptions:
  - Candidates in their last year of Spanish studies or recently graduated.
  - To put forward merits in job done Spanish institutions or companies at China, as well as activities or courses of the education office or Instituto Cervantes in Pekin.

## Qualifications

- Meet one of the following:
  - You need to have been selected for a position as a language and culture assistant by the education authorities of Germany, Austria, France, Belgium, Italy, Ireland, New Zealand or the United Kingdom, if you are a citizen of one of those countries.
  - You must be a citizen of one of the following countries **Australia, Belgium (English language)**, **Canada, U.S.A., The Netherlands, Luxembourg (English language)**, **New Zealand**.

- You must be an upcoming junior or senior college student or be already in possession of a Bachelor of Arts degree, Bachelor of Science degree, Master of Arts Degree or Master of Science degree.
- You must be of sound mental and physical health and must have no limitations that would impair your ability to teach.
- You must have a functional knowledge of the Spanish language.
- In order to apply you must enclose a letter of recommendation written in English or Spanish or a report by the head teacher of the school if you are a renewal candidate.
- You must also enclose an essay or statement of purpose, of at least 300 words, signed and written in English or Spanish explaining the reasons why you would like to participate in the program.

### **Optional merits**

Candidates can improve their applications by having the following optional merits:

- Additional degrees other than those required to participate.
- Official Spanish diplomas (DELE or others).
- Knowledge of other languages in addition to English and Spanish.
- Spanish teaching and methodology courses.
- Experience living, working or studying abroad.
- Prior teaching experience.

### **2. I will obtain my degree after September, Can I apply for the scholarship?**

Due to the complex certification system in different Universities, applications of candidates graduating any time in 2008 will be accepted. The only condition is that the grantee takes his/her position in Spain at the beginning of the school year.

### **3. What is a notarized copy?**

A notarized copy is a copy that a notary public certifies to be a TRUE AND EXACT COPY of an original document. A notarized copy is as valid as the original itself.

### **4. I have a question regarding the medical certificate. Is there a specific form?**

A simple statement by your physician is enough. In most cases we receive statements like this (this is only an example; it is the doctor who has to decide about the text):

I, Dr \_\_\_\_\_, as the primary care physician for \_\_\_\_\_ her/him, do hereby declare that \_\_\_\_\_ (your name here) is free of contagious disease, drug addiction, and mental illness. Ms./Mr. \_\_\_\_\_ (you family name here) is a very healthy individual in all senses, she/he has no pre-existing medical conditions, and she/he capable of travelling abroad.

Signature (Dr. \_\_\_\_\_) Date \_\_\_\_\_.

### 5. Who should I get a recommendation letter from?

Normally from university professors or high school teachers, it could also be from administrators or employers.

### 6. What kind of proof is required for my level of Spanish?

Official college transcripts, high school records, Spanish language certificates or others.

### 7. What kind of visa do I need? Where do I get that visa?

Those awarded the grant will be contacted and informed in detail about visa procedures. Visas are issued by the Consulates General of Spain.

### 8. What does the “selection process” consist of? How are the assistants selected?

The selection process depends on your country of origin. In some cases the educational authorities responsible for the program in each country select the candidates, in other cases, the Ministry of Education of Spain is responsible for the selection process:

- ❖ For new applications, the educational authorities of each country select the language and culture assistants in the case of: [Germany](#), [Belgium](#) (French language), [France](#), [Austria](#), [Ireland](#), [Italy](#), [New Zealand](#) and [United Kingdom](#).
  
- ❖ The Ministry of Education of Spain and the Comunidades Autónomas select the Language and Culture Assistants in the case of: **Australia**, **Belgium** (English Language), **Canada**, **U.S.A**, **The Netherlands** (English Language), **Luxembourg** (English Language).

Accepted candidates will be notified of their assignment in Spain by email within two weeks after the deadline (April, 15th.) and lists of assigned regions will also be available on Profex.

The scholarship recipients will be asked to provide the Education of Office with a written rejection of the scholarship, which must be faxed or e-mailed within ten days of receiving the acceptance letter.

**9. What do the "paid holidays" consist of?**

The assistantship runs from October to May. In-between holidays, i.e. Christmas and Easter, are considered "paid holidays" because you will get the whole monthly allowance.

**10. I was NOT awarded the grant last year and I would like to reapply again. Are there any items that do NOT have to be submitted, since they are already on file?**

Unfortunately it impossible to work from previous application files. You are kindly requested to resubmit all documents.

**11. How are the grants awarded? Is this on a "first come first served" basis?**

Positions will be assigned on a first come first served basis provided that candidates meet all the requirements and conveniently support their applications. An application is considered "fully submitted" when the hard copies have been sent and their reception and clearance have been acknowledged by the assigned office on **Profex**.

**12. What kind of accommodation do grantees get? Who provides the accommodation?**

Grantees must provide for their own accommodation. That may range from a room in a family's home to a shared apartment (most likely). In some cases the schools offer the necessary help to find a place.

**13. What does the medical insurance cover?**

The medical coverage varies among regions. In most cases a wide coverage is offered ranging from primary medical services to surgery and long term treatments.

**14. What kind of duties and obligations can a teaching assistant be asked to do?**

Teaching assistants might be asked to participate in all sorts of events the school organises such as cultural activities, visits or field trips. Some are mentioned in the guidelines for application.

The selected candidates will carry out their duties as language and culture assistants, working under the supervision and guidance of a classroom teacher at schools throughout Spain.

The assistants will have to work a minimum of **12 hours** (in some regions it could be 16 hours).

The assistant and the classroom teacher (or the institution's Head Teacher) may agree upon other tasks or responsibilities for the assistants to carry out, such as attending meetings and participating in extracurricular activities. These may include field trips, school exchanges, school plays, concerts or sports tournaments.

### **15. What are the specific conditions of the scholarship?**

- A minimum stipend of €700 a month is awarded throughout the months of October through May (both included).
- Medical insurance.
- An orientation course at the beginning of the school year.
- An official certificate upon completion issued by the *Comunidad Autónoma* (region).
- Paid school vacations: Christmas and Easter.
- Any additional costs (such as food, housing and travel to and from the country of origin) are the responsibilities of the assistant.

You may see the [2009 Guide for Language Assistants in Spain](#).

If a circumstance should arise that prevents the applicant from accepting the scholarship, after the applicant has been officially accepted in the program, yet before travelling to Spain, a brief written explanation should be sent to the address where the application was sent.

If a circumstance should arise that prevents the applicant from accepting the scholarship, once the applicant is already in Spain, a brief written explanation should be provided to the Head Teacher of the school.

(Note: It can be considered "unusual and exceptional circumstances" is serious health issues or family circumstances.)

If you have been selected by any of the countries that select the Language and Culture Assistants through their own institutions (**Germany, France, Belgium** (French language), **Ireland, Italy, New Zealand** or **The United Kingdom**) you must register with PROFEX.

## 16. Where does the training course take place and how long does it last?

The training course takes place in Madrid, for candidates assigned to all regions except for Andalucía. It normally lasts for three days. It can be held at the end of September or beginning of October.

## 17. How Can I apply?

If you are applying for the first time, the application procedure depends on your country of origin. Please follow the instructions linking with the name of your country.

- Click on the name of your country of origin to access the website of the institution that manages the application and selection process in the case of: [Austria](#), [Germany](#), [France](#), [Ireland](#), [Italy](#), [New Zealand](#) or [United Kingdom](#).
- **Belgium** (English language) you must apply through Ministry of Education of Spain or through [Wallonie-Bruxelles Relations Internationales](#) in the case of **Belgium** (French language).
- You must apply through the Ministry of Education if your country of origin is **Australia**, **Canada**, **U.S.A.**, **The Netherlands** (English language) or **Luxembourg** (English language). Applications must be submitted online through [PROFEX](#).
- If your country of origin is **China** you must apply online through **Profex** and send the requested documentation.

Candidates may choose their preferred destinations in Spain by making their selection out of three regional blocks.

Once completed the application, and before submitting it electronically, **the applicant must print, sign and send a copy** together with all the documentation afore (or below) mentioned, to their respective address (**Please, follow the instructions on the Web by clicking the link “[Contact Addresses](#)”**)

Documents to be submitted with each copy of the application form:

- Photocopy of valid ID card or passport.
- Three passport size photographs attached on the form.
- Medical certificate, not older than three months, stating that the applicant has no impediment to the successful completion of teaching job requirements.
- Certified copy of degrees and diplomas.

- One copy of each document that speaks to the applicant's language skills and any other additional merit (optional)
- Official transcripts for university or college studies, providing the following information: title of qualification, main fields of study and specialization, list of subjects and credits, grades received, length of programme and overall results gained.
- Curriculum Vitae in English.
- A personal statement in English or Spanish of over 300 words outlining the candidate's reasons for interest in the assistantship programme and the personal features that make them eligible. (Note: for Australia candidates: An essay or statement of purpose, signed and written in Spanish, explaining the reasons why the applicant wants to participate in the program.)
- Signed and dated list of documents submitted.

Candidates with U.S./Canada citizenships; dual citizenship ((U.S./Canada + European Union) or Australian are required to send **one paper copy** of:

- A **judicial conduct report** issued by the police department of the last city in which the applicant lived for at least six months within the past five years. For more information, please refer to: [Embassy of the United States in Spain](#) (for United States citizens) or [Embassy of the Canada in Spain](#) (for Canadian citizens) or [Embassy of Australia in Spain](#)(for Australian citizens). The conduct report should be issued within three months prior to submitting the application.

**Note:** Non-dual citizenship candidates do not need to submit this document now but will be required later when applying for a visa once accepted into the program.

- A letter of recommendation written in Spanish or English, issued by an academic institution. (The letter of recommendation should be returned to the applicant in a sealed envelope, with the undersigned's signature on the seal. The applicant should include this letter, with the rest of his/her documents.)

The deadline for submitting applications ends on April 15.

### **18. Is it possible to continue my experience? (Renewals)**

Language Assistants from **Belgium** (English language), **Australia**, **Canada**, **China**, **U.S.A**, **France**, **Germany**, **Netherlands**, **Luxembourg** and **New Zealand** that would like to continue for the next school year, may apply through PROFEX and send their application to the addresses that will be announced together with the following documents:

- A medical clearance issued within six months prior to sending the application.
- A Letter of Motivation of no less than 300 words.



- A report or letter of recommendation signed by the principal or head teacher of the school.

Once completed, printed and signed, the application must be sent to the address indicated in the web link "**Solicitudes de Renovación**".

Language Assistants from the United Kingdom must apply through the [British Council](#).

**It is not possible** to apply for a second year in the case of Language Assistants from **Austria, Belgium** (French language) and **Italy**.

The Language and Culture Assistants selected for renewing their post, may apply to obtain the renewal of their visa in Spain within 60 days prior to the expiration date of their "Tarjeta de Identificación de Extranjero", for this, the Assistants will receive all the necessary instructions and documents from the Comunidad Autónoma where they will posted.

If the "Tarjeta de Identificación de Extranjero" has expired, citizens coming from outside the European Union countries, must apply for a visa according to the instructions of the consulates of Spain in their respective countries. American and Canadian citizens please see the Instructions to apply the visa.

Renewals are not automatic.