

LANGUAGE ASSISTANTS PROGRAMME IN SPAIN 2017 - 2018

GUIDELINES TO APPLY FOR A SCHOLARSHIP





GUIDELINES TO APPLY FOR ENGLISH LANGUAGE ASISTANTSHIPS IN SPAIN

**GUIDELINES TO APPLY FOR
ENGLISH LANGUAGE ASISTANTSHIPS IN SPAIN 2017-2018**

The whole application process will be done through the online system called [PROFEX](https://www.educacion.es/profex), accessible at: <https://www.educacion.es/profex>

What you basically need to apply is: be a New Zealand national, have completed a University degree or be a last (or last but one) year student of a degree and have English as a first language.

Prepare the following documents:

1. Your **New Zealand passport** photo page.
2. A passport **photo**.
3. **Your degree certificate(s) / diploma(s), or your official academic record.**
4. A testimonial or **reference letter** from your university or work place.
5. **A cover letter** or statement in around 300 words, in Spanish or English, explaining your interest in taking part in the language assistant program, your expectations about it and what you think you can offer to the programme.

Once you have accepted a placement in Spain, you will need to bring with you to your destination the following document:

-A copy (or original) of your criminal record.

This document has to be issued in 2017 and you will only need it if you are selected to participate in the programme and accept the position. You do NOT need this document to submit your application.

You are now referred to our **HOW TO APPLY ONLINE VIA PROFEX GUIDE** to complete the process.



GUIDELINES TO APPLY FOR ENGLISH LANGUAGE ASISTANTSHIPS IN SPAIN

HOW TO APPLY ONLINE VIA PROFEX GUIDE

Summary

STEPS in [PROFEX](#)

The applicant for the Language Assistantships in Spain needs to follow the following steps to complete his/her application successfully:

- STEP 1:** Set your user number and your password in order to log in the system.
- STEP 2:** Complete your curriculum vitæ details and upload all the required documents.
- STEP 3:** Complete the application for the Language Assistants Program.
- STEP 4:** Choose your destination Autonomous Region(s) in Spain.
- STEP 5:** Submit your application.
- STEP 6:** Print your application, sign and date it and send it to the Consejería de Educación of the Embassy of Spain in New Zealand.
- STEP 7:** Await results from the selection process. You will receive a confirmation email from [PROFEX](#).
- STEP 8:** Accept offer of your regional placement. You will receive a confirmation email from [PROFEX](#).
- STEP 9:** Await receipt of acceptance letter from the Spanish Autonomous Region.
- STEP 10:** Apply for a visa and purchase your airfare once you have your [visa](#).

Familiarise yourself with [PROFEX](#) and proceed to fill the **online curriculum** and then upload the documents required: passport page, photo, academic record, certificate(s) of studies, degree(s) and diploma(s), courses, etc., letters of reference and a statement your interest in taking part in the language assistant programme.

Then **complete the application form and submit it**. Once you have submitted the application you can still modify your CV and update documents on [PROFEX](#), but they will not be used for application purposes, so it is very important that you upload all relevant documentation prior to submitting the application. Your application is not complete until you have submitted it and received a confirmation email from [PROFEX](#).

You can find a detailed guide for the application process that will readily assist you at:

www.educacion.gob.es/nz/

If you have any difficulties completing the process with [PROFEX](#), do not hesitate to request further help from the Spanish Education Adviser in New Zealand:

Spanish Education Office in New Zealand
Embassy of Spain
Level 11 - 50 Manners Street - Wellington
Wellington 6142 – New Zealand
Tel: (64) 4 8025665 - Fax: (64) 4 8017701
E-mail: asesoria.nz@mecd.es



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HOW TO APPLY FOR A LANGUAGE ASSISTANTSHIP ONLINE VIA PROFEX GUIDE

STEP 1: Set your user number and your password in order to log in the system

When you click in the PROFEX link that you have in the Consejería de Educación en Nueva Zelanda website, you will be redirected to the page **Oficina Virtual** of the Ministry of Education of Spain website.

You can also access PROFEX by going to <https://www.educacion.gob.es/profex>

Click on the **2017 - Auxiliares de conversación extranjeros en España** link to get to **Oficina Virtual**.

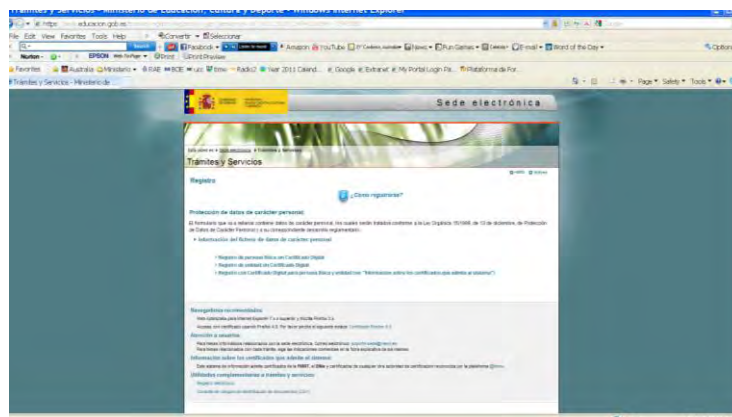
You need to proceed through 3 different pages to accomplish the first step:

PAGE 1. Auxiliares de conversación extranjeros en España

You have to register in the system. Go to **Registrarse** and click on it.

Registrarse

PAGE 2. Registro



Click on **Registro en persona física sin certificado digital**.

[Registro de persona física sin Certificado Digital](#)

[Registro de entidad sin Certificado Digital](#)

[Registro con Certificado Digital para persona física y entidad \(Ver información sobre los certificados que admite el sistema\)](#)



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PAGE 3. Registro

Formulario de registro de usuarios

Please complete details about yourself. Name, last name, country, language (If your country is not shown in the drop down menu just select Spain)

The fields marked with an * are compulsory and you will not be able to register unless you provide the required information.

Información para el acceso al sistema (information to log into the system):

El usuario que se utilizará para acceder al sistema corresponde con el campo documento.

- a. Tipo documento (*):
- b. En caso de seleccionar Otro especifica cual:
- c. Documento (*):
- d. Contraseña (*): [Reglas de formación](#)
- e. Repita contraseña (*):

- In **tipo de documento** you have to write **Otros (Others)** (**NIF** is only for Spanish citizens).
- You have to specify which document you are going to use. Write **Pasaporte**.
- Write your **passport number**.

This **passport number** is going to be your **usuario** (user number) when you want to log onto the system in the future.

Si ya está registrado en el sistema, introduzca su usuario y contraseña:

Usuario:

Contraseña:

Now you have to create your **contraseña** (password). The following rules apply to create your own password:

- Use at least 6 characters and no more than 18.
- Use at least **a number** among these characters.



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- Use a combination of **lowercase** and **UPPERCASE** letters.
- Include at least one of these characters: (., : , ; + - * / ¡ ! ¿ ? " \$ % () = < >). *Example: 13KOalas?*

d. Enter your password again: *13KOalas?*

Información para la notificación al usuario

You have to provide this information in order to be contacted.

Please provide your preferred email address. Make sure this is fully accessible by you as it will be the main form of contact.

Email (*):

Teléfono:

Información relativa a la protección de datos de carácter personal

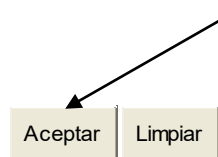
Click on the tick box to accept the Privacy Policy.

Para registrarse en el sistema deberá consentir el tratamiento de sus datos de carácter personal por parte de este organismo.

[Información del fichero de datos de carácter personal](#)

Acepto (*):

If you agree with the information you have provided, click on **aceptar**. Only use **limpiar** if you want start over again.



They ask you to Confirmar Registro (Confirm Data) You can check the information and if it is correct click on **Confirmar**

You have now set your user number and your password.

You will receive an email confirming your user name and password. **Click on the link** in the message to activate your access to PROFEX as soon as you receive the e-mail. After 24 hours it will be cancelled.

You are ready for the next step: **complete your CV**.

You can do this immediately after setting your user number and password or you can log onto the system later to follow the next step.



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To log on again go to PROFEX: <https://www.educacion.gob.es/profex>

Click on the **2017 - Auxiliares de conversación extranjeros en España**

Click on **Acceso solicitud**

Follow the same procedure should you be logged off for any reason.

Key to symbols used:



To review a file or item but you cannot modify it.



To change an item and rewrite information or upload a document at a later moment.



To erase any item that needs to be eliminated.

STEP 2: Complete your curriculum

You need to have your **Curriculum** completed before you can submit your application (**Presentación solicitudes**).

You will see you can **skip** many sections since they do not apply to Language Assistant candidates.

PROFEX

- Curriculum
 - Imprimir curriculum
- Cursos de verano
- Secciones Bilingües
- Visitantes en EEUU - Canadá
- Visitantes en Alemania
- Auxiliares de Conversación
 - Presentación solicitudes
 - Consulta solicitudes
 - Listados
 - Gestión solicitudes
 - Gestión de plazas y profesores
 - Buzón de sugerencias



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Click in **Curriculum** and remember that the fields with * are compulsory.

Next to some of the fields you will see the following message: **Añadir Documentos**.

You should scan the documents requested and upload them into the system (up to 3Mb each document). PDF documents work great.

This will help to send the information directly to the office in Madrid.

PROFEX

Curriculum

- a) - Datos personales
- b) - Formación académica
- c) - Experiencia docente
- d) - Experiencia no docente
- e) - Datos de Funcionarios
- f) - Formación adicional
- g) - Publicaciones
- h) - Idiomas
- i) - Otros méritos
- j) - Documentos anexos

Basically you just need to complete sections a) and b)

a. **Datos personales** (personal details)

Datos Básicos

Nombre: name

Apellido: last name

Segundo Apellido: This field is for people that have a second last name as in Spanish custom. This is **not to be filled** with your middle name. if you have a hyphenated name, write it in full in the previous box for **Apellido**.

**** Fotografía tamaño carnet:** Upload a scanned passport picture of yourself.

Dirección permanente: the address where you are most likely to be contacted.

Especificar zona geográfica: the name of the area where you live.



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Dirección actual: the address where you are currently living if different from the permanent one.

Persona de contacto emergencias: next of kin to be contacted for emergency

After you finish this block of information go to **Aceptar** and fill in the next block of information.

b. Consulta formación académica (studies)

Every time you wish to add new information to this section, click on **Alta** to activate the fields.

Unless you have studied in a Spanish university, go to **Otros centros (Overseas schools/colleges)** and enter the name of the college or university where you have studied or are currently studying.

C.A.P: leave it blank.

Then go to **Otros títulos (Degree title)** and enter the degree you have obtained or will obtain from the university.

Finally enter the date when you started your studies **Fecha de inicio** and when you completed your award **Fecha de fin de estudios**.

In **Nota Media Expediente** enter your university aggregate score.

If you have not finished your studies and you are in the last year, click **Estudiante último curso**.

After you finish this block of information go to **Aceptar (accept)** and fill in the next block of information.

c. Consulta experiencia docente (teaching experience). **SKIP THIS SECTION**

In this block of information provide details about any teaching experience you may have. Remember that the fields marked with an * are compulsory and that you have to click **Alta** first to be able to enter the fields.

Denominación del puesto: your position in the job (e.g. ESL teacher, teacher of English).

Centro: name of the school

Nivel de experiencia:

Primaria: Primary

Secundaria: Secondary

University:

Otros: other **Especificar nivel de experiencia**

Language School, Adult Education, private teacher of English/Spanish.

Clase de experiencia docente:

Privada: Private Education (for non-government schools)

Pública: Public Education (for government schools)

Categoría del docente:



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Funcionario de carrera: permanent teachers of the Department of Education

Interinos: contract and relief teachers of the Department of Education

Otros: others

Tipo de enseñanza:

Reglada: any education that leads to an official certificate: Primary, Secondary, TAFE, VET and University.

No reglada (not regulated by law): summer courses, workshops.

Others: Especificar: private lessons, etc.

After you finish this block of information go to **Aceptar** and fill in the next block of information.

d. Experiencia no docente (work experience) **SKIP THIS SECTION**

In this block of information provide details about any other professional experience that may be relevant.

Remember that the fields marked with an * are compulsory and that you have to click **Alta** first to be able to enter the fields.

Institución o empresa: write the entity that you have worked for.

Categoría Profesional: position

Actividad Desarrollada: job description

After you finish this block of information go to **Aceptar** and fill in the next block of information.

e. Datos de Funcionarios (only for Spanish civil servants) **SKIP THIS SECTION**

f. Formación adicional (other courses) **SKIP THIS SECTION**

In this block of information provide details about any other courses that you might have and that may be relevant (CELTA / TESOL training courses, etc.).

Remember that the fields marked with an * are compulsory and that you have to click **Alta** first to be able to enter the fields.

Título del Curso: name of the course.

Objetivos del Curso: objective of the course.

Organismo: centre where the course took place.



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g. Publicaciones (publications) **SKIP THIS SECTION**

Provide details of any publications you have collaborated to if any.

h. Idiomas (languages) **SKIP THIS SECTION**

Provide details about any other language that you may speak and the level of proficiency in speaking, reading, understanding and writing.

Remember that you have to click **Alta** first to be able to enter the fields.

i. Otros méritos (other merits) **SKIP THIS SECTION**

In this section list any other experiences or activities that may be relevant.

Click on  and the field **Descripción de Otros Méritos Relevantes** will be activated. Write the information you would like to provide.

j. Documentos anexos **SKIP THIS SECTION**

Attach any other documents you think may be relevant and that have not previously been applicable for all previous sections. **The first field does allow only 10 characters for the document name. The second field will allow you to specify a longer name and details.**

How to change the information on the fields once the information has been saved

If you want to update your information at any time or if you make any mistakes in any of the fields, you can always modify the information you have saved as long as you have not submitted the application. However, remember you can modify and update the information in the curriculum section at any time, even after submitting the application.

On top of the block of information to be completed, you will find the box with the saved information.

Let's imagine that the applicant has made a mistake when entering his/her **Formación académica** and the University is not the University of Barcelona.

Curriculum: Formación académica




- Ayuda
- Ir al inicio
- Salir


Última actualización CV: 09/01/2017 Última actualización sección: 09/01/2017




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- Mostrar Instrucciones

Título	Universidad u otros Centros	Fichero anexo (Título)	Certificación académica (Calificaciones)	Contrastación
Licenciado en Historia	Universidad de Barcelona			  

Click on this icon  and you will be able to change the information.

If you want to erase the whole row click on , then click on  and go to **Aceptar** at the bottom of the page.

If you need to write new information, remember you have to click first on **Alta** to activate the fields.

Once you have completed your CV, you are ready for the following step (3).

STEP 3: Complete the application for the Language Assistants Program

On the left side of the same box where you have completed your CV you will find different programmes.

Click in **Auxiliares de Conversación** and choose the option **Presentación solicitudes**.

***Very important:** Make sure that in the box **Convocatoria** you choose the option **Auxiliares de conversación extranjeros en España** and the **year** for which you are applying (2017). You will find different options (Auxiliares de conversación **españoles** en el extranjero) and applications from previous years.

Convocatoria:

Choose the right option and the right year: **2017** – Auxiliares de conversación **extranjeros** en España

PAGE 1. Auxiliares de conversación. Presentación de solicitudes

Once you have chosen the right option, click on **Nueva solicitud**.

PAGE 2. Auxiliares de conversación. Presentación de solicitudes

REQUISITOS (requirements)



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Enter the necessary information. Remember that sections marked with an * are compulsory.

Click on **Añadir documentos** and upload scanned copies of the documents required.

1. **Estar en una de estas situaciones: (*)**

Tick box b for New Zealand candidates.

b.- Nuevos candidatos: tener nacionalidad australiana, belga (inglés), canadiense, china, estadounidense, holandesa (inglés), luxemburguesa (inglés), maltesa (inglés) o neozelandesa .
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Upload a copy of the passport page where your details (name, last name) and your picture are shown.

2. Click to indicate you do not suffer from any disease or illness that does not allow you to teach.

2.- No padecer enfermedad que impida el ejercicio de la docencia (*)
--

Certificado médico, que se pedirá al solicitar el visado, por lo que no conviene pedirlo antes de este momento ya que tiene una fecha de caducidad de tres meses.

***Very important:** Please be aware that when you apply for your **VISA** you will need to undergo a full medical examination and submit an **official medical certificate**.

3. To fulfil the requirements you are required to hold a university degree or be a university student in your final year. Upload a copy of your degree.

3.- Ser estudiante de último o penúltimo año de universidad o estar en posesión de un título universitario (*)
--

Título universitario o certificación académica

Adjuntar título universitario o certificación académica personal (Official Transcripts)

4. Write an essay or cover letter at least of 300 words, preferably in Spanish, explaining why you would like to become a language assistant in Spain and upload it.

4.- Presentar carta de motivación de no menos de 300 palabras (*)
--

Adjuntar aquí el escrito en el que detalle sus motivos para solicitar este programa.

5. Upload a copy of a testimonial or reference letter from your university or your work place.



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5.- Presentar **informe** sobre el candidato o **carta de referencia** (*)

Adjuntar aquí la carta de referencia de su universidad o de su centro de trabajo.

MÉRITOS (merits) SKIP THIS SECTION

Provide additional information that you think may be relevant. Upload copies of the documents.

1. In this section provide any other certificates you may hold besides your university certificate degree (e.g. certificate B in Tourism) and upload it in the section Formación Académica (studies) of your Curriculum.

1.- Otras titulaciones diferentes a la alegada para concurrir.

Adjuntar copia escaneada del Título Universitario en el apartado de Formación Académica del Currículum.

2. Enclose any official documentation of Spanish language certification (e.g. DELE) and upload it in the section Idiomas (*languages*) of your Curriculum.

2.- Diplomas oficiales de español (DELE u otros).

Adjuntar copia escaneada de los diplomas o certificados acreditativos en el apartado de Idiomas del Currículum.

3. Include certificates of other spoken languages besides Spanish and English and upload it in the section Idiomas (*languages*) of your Curriculum.

3.- Conocimiento de otras lenguas distintas del español o la lengua materna.

Adjuntar copia escaneada de los diplomas o certificados acreditativos en el apartado de Idiomas del Currículum.

4. Include certificates in teaching methodology (e.g. Salamanca courses) and upload it in the section of Formación Adicional (*other courses*) of your Curriculum.

4.- Cursos de formación del profesorado y metodología de la enseñanza de idiomas extranjeros.

Adjuntar documentación acreditativa en el apartado de Formación Adicional del Currículum.

5. Enclose any documentation that certifies your experience as a teacher (e.g. reference letter from principals) and upload it in the section Experiencia Docente (*teaching experience*) of your Curriculum.



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5.- Experiencia docente.

Adjuntar copia escaneada de la documentación acreditativa en el apartado de Experiencia Docente del currículum.

After you have completed this block of information go to the top of the page and click on **Siguiente** (Step 4).

STEP 4: Choose your destination in Spain

PAGE 1

DATOS DE INTERÉS

Click on the tick box and a menu will be displayed.

Destino	Preferencia	Situación de destinos
España		<input checked="" type="checkbox"/> <>

PAGE 2

Now select the Autonomous Community (region) you would like to go.

Chose one region from each column (A, B, C) and then number the columns with 1, 2, and 3 being 1 in order of preference.

Grupo A - Orden de preferencia de este destino: <input type="text" value="3"/>	Grupo B - Orden de preferencia de este destino: <input type="text" value="1"/>	Grupo C - Orden de preferencia de este destino: <input type="text" value="2"/>
Asturias	Aragón	Andalucía
Ceuta y Melilla	Cantabria	Castilla León
Extremadura	Castilla La Mancha	Islas Baleares
La Rioja	Cataluña	Madrid
Navarra	Galicia	Murcia
País Vasco	Islas Canarias	Valencia



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Please be advised that some regions might not participate in the programme.

Once you have ticked the Autonomies, save in **Guardar datos** before you go to **página anterior**.

Now click on **Siguiente** and fill **Datos de interés**.

PAGE 3

Datos de interés (More details)

1. ¿Qué idioma desea enseñar? (What language do you want to teach?) (*)
 - a. Inglés
 - b. Francés
 - c. Chino
 - d. Portugués
 - e. Alemán

2. ¿Piensa desplazarse al país acompañado? (Are you planning to go with your partner/spouse/family member(s)?) (*)
 - a. No
 - b. Sí, con pareja (yes, with partner)
 - c. Sí, con hijos (yes, with child/children)
 - d. Sí, con pareja e hijos (yes, with partner and children)

3. ¿Su pareja también solicita participar en el programa? (Is your partner applying for this program too?) (*)

4. Si su pareja también participa en el programa, y desea que lo tengamos en cuenta, indique a continuación su nombre y apellidos. / If your partner is also taking part in the program, and you would like us to take this into account, write their full name here.

5. ¿En qué tipo de centro educativo desea trabajar? (What type of centre would you like to work in?) (*)
 - a. Primaria/Infantil (Kindergarten / Primary)
 - b. Secundaria/Bachillerato (Secondary)
 - c. Escuela Oficial de Idiomas (School of languages)
 - d. Indiferente (indifferent)

6. Información adicional que pueda ser relevante para la adjudicación de destino o el desempeño de sus funciones (ej. problemas de movilidad, discapacidades, problemas físicos o



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psicológicos, enfermedades crónicas, etc.) / Additional information that could be relevant to assign the area or type of school, or that may affect your work (e.g. mobility issues, disabilities, physical or psychological issues, chronic diseases or conditions, etc). (*)

7. ¿Qué tipo de población preferiría que se le asignara? / What kind of area would you prefer to be assigned to? (*)
 - a. Zona urbana, ciudad grande (big city)
 - b. Zona urbana, ciudad mediana (town)
 - c. Zona urbana, ciudad pequeña (small town)
 - d. Área rural (rural area)
 - e. Sin preferencia (indifferent)

8. ¿Tiene formación o experiencia específica en alguna de estas áreas? ¿Qué tipo de formación o experiencia? / Do you have any specific training or experience in these areas? What kind of training or experience?
 - a. Artes y Humanidades / Arts and Humanities.
 - b. Ciencias / Science.
 - c. Comercio / Business.
 - d. Música o danza / Music or dance.
 - e. TIC/ ICT.
 - f. Turismo y hostelería / Tourism and Hotel Management.

Once you have finished this page, you have completed the application

You have now completed your application. You have the option to:

Destino	Preferencia	Situación de destinos			
España	1	Borrador			

Review your application Change your application Delete your application

When you are satisfied with your application, click on **Volver a la lista de solicitudes.**



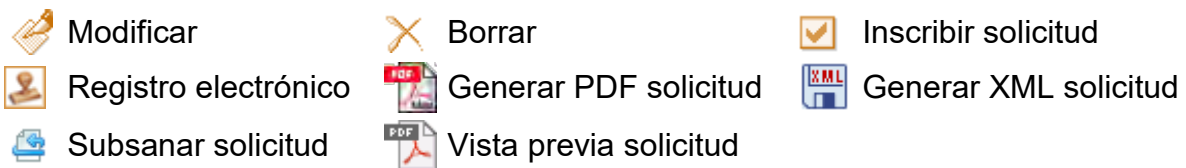
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STEP 5: Submit your application

PAGE 1

This is the last step before submitting your application. **You will not be able to change any information once you submit your application.**

Si ya ha completado todos los datos y ha seleccionado su destino, proceda a "Inscribir" su solicitud.



Click on **Inscribir solicitud.**

Remember that you can always modify your application before submitting it by clicking on **Modificar**

PAGE 2

Once you have submitted your application you will see the following message informing you that the process has been accomplished successfully.

Mensajes producidos por la última operación:

- **El proceso terminó correctamente.**
- Figura más abajo el resumen digital de este fichero, codificado en hexadecimal. Puede obtener herramientas gratuitas para comprobar dicho resumen en este sitio: <http://digestit.kennethballard.com/download.html>, o en varios sitios de Internet que puede localizar con su buscador favorito.
- El resumen digital es el resultado de aplicar un algoritmo públicamente conocido a un conjunto de datos (SHA-1 en este caso), obteniendo un valor numérico (que recibe el nombre de hash) que es único para dicho conjunto. Las características principales de este hash son que una pequeña variación en los datos originales produce un resultado muy distinto, y que es prácticamente imposible deducir cómo modificar un documento para que produzca el mismo 'hash' que otro dado.
- En el impreso oficial que debe obtener a continuación y presentar antes del en cualquiera de los registros oficiales especificados en la convocatoria no figurarán todos los datos que ha grabado, pero sí el resumen digital del fichero que puede obtener en esta página. Por tanto, debe guardar este fichero sin modificarlo, puesto que junto con el impreso de solicitud sellado, en el que figura el resumen digital del mismo, son su justificación de los datos que ha enviado.

Click on this same page where it says **Página anterior** (previous page).



GUIDELINES TO APPLY FOR ENGLISH LANGUAGE ASSISTANTSHIPS IN SPAIN

STEP 6: Print your application, sign and date it and send it to the Consejería de Educación of the Embassy of Spain in New Zealand.

PAGE 1

Once you come back to this page click on **PDF** and print the application. You will get two copies (Ejemplar para el solicitante-2 pages- and Ejemplar para la Administración -2 pages-). You need to date and sign the copy **Ejemplar para la Administración**).

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Now you have the printed version of your application. Sign and date it and send it by post to:

**Consejería de Educación
Embassy of Spain in New Zealand
Level 11, 50 Manners Street
Wellington 6142**

STEP 7: Await results from the selection process

Once the selection process is complete check if your application has been accepted **Admitida** through PROFEX.

This will confirm that your application has been received and that you fulfil all the requirements.

You are now **eligible** but **not yet selected**.

Click on **Auxiliares de Conversación**.

Click on **Listados** (Lists).

Click on **Admitidos** (Accepted) to check if your application has been accepted and that you are eligible to receive a regional placement.

If your application has not been accepted, click on **Excluidos** to find out why your application has not been accepted. You can also send an e-mail to asesoria.nz@mecd.es



GUIDELINES TO APPLY FOR ENGLISH LANGUAGE ASSISTANTSHIPS IN SPAIN

Notification email from the PROFEX system for the selected candidates

If you have been **selected** and **granted a regional placement**, you will receive a notification e-mail from the PROFEX system or the regional education authorities in May or June approximately.

You will also be able to check on **Adjudicados y reservas** if you have been granted a regional placement or if you are in a waiting list.

PROFEX

- Auxiliares de Conversación
 - Presentación solicitudes
 - Consulta solicitudes
- Listados
 - Admitidos
 - Excluidos
 - Adjudicados y reservas
 - Aceptados y renuncia
- Gestión solicitudes
 - Aceptación y renuncia candidatos
- Gestión de plazas y profesores
 - Gestión profesores
 - Buzón de sugerencias

STEP 8: Accept offer of your regional placement

Once you have been assigned a regional placement you have to either accept or decline the placement.

Click on **Gestión de solicitudes**.

Click on **Aceptación y renuncia de candidatos**.

Make sure you select the option **Auxiliares extranjeros en España** and the year for which you are applying on the drop down menu.

Click on **Buscar**.

Your name will appear on the screen with two options **aceptación/renuncia** (accept/decline).



GUIDELINES TO APPLY FOR ENGLISH LANGUAGE ASSISTANTSHIPS IN SPAIN

STEP 9: Await receipt of acceptance letter from the Autonomous Community

Each region or Autonomous Community writes acceptance/appointment letters for their assigned assistants.

You might expect the letter between late May and September.

You need this letter on order to apply for your visa. This letter also contains the information required when you submit your application for your visa (city of placement, length of your stay, health insurance, salary, school information).

STEP 10: Apply for a visa

Now that you have your acceptance letter, you are ready to apply for your visa at the Spanish Consulate General with jurisdiction in your area (in New Zealand, the Embassy of Spain in Wellington). Be advised that the application process can take up to a month. All the information regarding how to apply for a visa can be found at <http://www.mecd.gob.es/nuevazelanda/convocatorias-programas/convocatorias-nuevazelanda.html>

For applicants in New Zealand:

SPANISH EMBASSY IN WELLINGTON

Consejería de Educación – Education Office
Embassy of Spain
Level 11 - 50 Manners Street - Wellington
Wellington 6142 – New Zealand

After you have obtained your visa, please purchase your airfare.

INDUCTION SEMINARS IN NEW ZEALAND AND SPAIN

In Auckland, Christchurch and Wellington there may be induction sessions for language assistants in May or June. You will be notified.

Depending on the region you have been seconded to in Spain you might have to attend an induction seminar before commencing at your school. This seminar will be attended by all selected language assistants from all countries.

In some regions (Comunidades Autónomas) induction seminars are organized regionally for the language assistants in the province exclusively at the beginning of the school year.

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