



*LANGUAGE AND CULTURE ASSISTANTS*

**CHECKLIST FOR APPLICANTS**

**LANGUAGE AND CULTURE ASSISTANTS PROGRAM FOR SCHOOL YEAR 2018-2019**

**IMPORTANT: PRINT THIS DOCUMENT AND MAIL IT ALONG WITH THE REST OF DOCUMENTS TO THE EDUCATION ADVISOR AT THE SPANISH EMBASSY**

*DO NOT SEND DOCUMENTS SEPARATELY OR UNTIL YOU HAVE OBTAINED AND UPLOADED ALL OF THEM.*

**Last name, First name:**

**DOCUMENTS ON PAPER, SIGNED AND DATED**

*I am including the following documents in this envelope to my Education Advisor*

- 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 is indicated in the manual for applicants:*

- Main page of your Bulgarian passport / I.D.
- Copy of your College transcripts or College degree
- Signed and dated letter of intent or statement of purpose
- Letter of recommendation

I declare that I am in good physical and mental condition and have no limitations that would impair my ability to teach.  
I also declare that I have a clear police record. I understand these documents will be required if my application succeeds.

**Signed and dated:**