SCHOOL YEAR 2018-2019

North American Language and Culture Assistants in Spain
IMPORTANT NOTICE

PLEASE READ

During the campaign for the Language and Culture Assistants Program 2015-2016, we discovered that there are fraudulent online application forms that forge the corporate identity of the Spanish Ministry of Education, Culture and Sport for unlawful purposes. These false application forms send you to a website containing a form that asks for bank information for you to make payments for registration in the program, flights, etc. Other applicants have reported receiving emails containing fraudulent information, requesting bank data or asking to pay for flight reservations.

The Ministry of Education, Culture and Sport reminds candidates that registration in the program is FREE and WE WILL NEVER ASK FOR OR REQUIRE ANY FINANCIAL INFORMATION ABOUT BANK CARDS AND/OR ACCESS CODES NOR WILL WE DEMAND ANY PAYMENT WHATSOEVER through electronic mail or any other means.

Please remember that all the email addresses that belong to the Ministry of Education of Spain end with @mecd.es
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1. The Language and Culture Assistants Program

The North American Language and Culture Assistants Program is an initiative of the Ministry of Education, Culture and Sport of Spain to provide North American students who are native speakers of English or French with the opportunity to assist teachers in the English or French programs in elementary, secondary or language schools in Spain (12 to 16 class periods a week).

The program is addressed to US and Canadian university students—majoring in any subject—and graduates, with some proficiency in Spanish.

Students will spend a full academic year in Spain, typically from the beginning of October through May 31 (specific dates are given in the appointment letter the selected candidate is sent). Preferred placement in different Spanish regions can be requested. Participants in the program will receive a monthly stipend and medical coverage.

Please, take some time to read these application guidelines carefully as here you will find answers to most questions. If after reading these guidelines and the FAQ document that you will find in our website you are still unclear about any aspect of the program, please send an email with your inquiry to norteamericanos@mecd.es

1.1. A quick note about PROFEX

The whole application will be processed through the online system called PROFEX, accessible at: https://sede.educacion.gob.es/tramite/login/inicio.jsp. Please complete your Curriculum part and then go to the application (‘solicitud’) for the Language Assistants Program, but only when the application period is open. You can learn more about the application process by reading the complementary guide: PROFEX Manual, which can be accessed at our website: www.mecd.gob.es/eeuu/

1.2. Eligibility criteria: Who may participate?

You will qualify if you comply with the following criteria:

- Hold a US or Canadian passport.
- Hold a minimum of a BA or BS by the end of the academic year preceding the start of the program, be a junior or a senior, or have become a university graduate. Alternatively, you can also hold an Associate Degree or be a community college student in their last semester of studies by the end of the academic year preceding the start of the program.
- Have English or French as your first language. Please bear in mind that, if it deems it necessary, our Office reserves the right to assess the applicant’s proficiency in the language whose teaching he/she is going to assist with at any moment in the application process.
- Be in good physical and psychological condition. It will be necessary to submit a complete medical evaluation signed by your doctor when it is time to apply for your visa.
- Have a clean background check, which will have to be submitted when it is time to apply for your visa.
• Be born not earlier than October 1, 1958. For your information, the ages of most participants range from 21 to 35.
• Participants are requested to have an open-minded and flexible attitude since they will be working as language assistants in the classroom, regardless of their previous educational experience. It is also advisable to have basic communicative skills in Spanish.

1.3. Important information to submit your application

Please review all the following documents before submitting your application:

1. Application guidelines (this document).
2. PROFEX Manual or how to register online your application.
3. Checklist.
5. PDF application form that PROFEX will generate automatically when you submit all your documents. Click here to see an example of what it should look like.

1.4. Steps in the application

Before you start preparing your application:

• Make sure you meet all the requirements (check section 1.2.).
• Learn who your Spanish Education Office contact person in the US or Canada is (New applicants)

Please note.
• If you are already a language assistant in Spain and were assigned a position through this program, then contact either the Regional Department of Education in your Comunidad Autónoma or the Ministry of Education, Culture and Sport of Spain) for information on how to renew your position. (Check section 2.2.).
• If you are already a language assistant in Spain and were assigned a position through another program (i.e. CIEE, Fulbright etc) then follow the steps described in this section. For application purposes you are considered a new applicant.

• Read the checklist and gather all the documents you will need in order to submit your application.
• Be aware that, once you submit your application and obtain an application number, for all further email communications with your Spanish education Office contact in the US you are requested to include in the “Subject” field of the email: 18_2AX plus the last four digits of your application number, plus your name and first name as in the example: 18_2AX Sample, John.

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

Step 1: Create your user profile and password in PROFEX in order to log in the system. Use your passport number as username. https://sede.educacion.gob.es/tramite/login/inicio.jjsp?idConvocatoria=18
**Step 2:** Complete your *curriculum vitae* details and upload all the required documents onto PROFEX. If you submit your application online and do not upload all the required documents, your application will not be admitted when reviewed by the Spanish Education Office contact person in the US or Canada and that would result in delays that could prevent you from successfully participating in the selection process.

**Step 3:** Fill out the application on PROFEX for the Language Assistants Program.

**Step 4:** Choose your destination Autonomous Region(s) in Spain on PROFEX. Do not select Andorra.

**Step 5:** Submit your application online.

**Step 6:** Print both the application form generated by PROFEX and the checklist, sign and date them. Then scan them as PDF files and email them to your Spanish Education Office contact in the US or Canada (please, check the email address in section 2.2.).

For all email communications please include in the “Subject” field of the email 18_2AX plus the last four digits of your application number, plus your name and first name as in the example: 18_2AX Sample, John

**Step 7:** Await the result from the selection process: confirmation email from PROFEX.

**Step 8:** Accept the offer of your regional placement **within three days**: confirmation email from regional education authorities and/or PROFEX.

**Step 9:** Await the acceptance letter from the Spanish Autonomous Region (beginning of summer).

**Step 10:** Apply for a visa AS SOON AS YOUR RECEIVE YOUR ACCEPTANCE LETTER, and purchase your airfare once your visa has been issued.

1.5. **Required documentation**

1.5.1. Copies to be emailed as an attachment to your Spanish Education Office contact in the US or Canada

1. The PDF form printout, signed and dated, available to you after submitting your application and uploading your documents online. (Check PROFEX Manual on our webpage). The form printout has your application number at the top of its pages.

2. A PDF scanned copy of the checklist, signed and dated and with your initials next to each item you are submitting.

1.5.2. Documents to be uploaded in the corresponding sections on PROFEX

3. A copy of the main page of your valid US or Canadian passport.

Please email: 1) the signed PDF application form printout AND 2) your initialized checklist only after you have uploaded all your mandatory documents and submitted your application online. For all email communications please include in the “Subject” field of the email 18_2AX plus the last four digits of your application number, plus your name and first name as in the example: 18_2AX Sample, John
4. An official college transcript or a copy of your degree certificate(s) or diploma(s).
   **Note:** You will need to upload the pdf document to PROFEX. As for the purpose of the program, we do not require that the official transcripts be sent to us on a sealed envelope from your college or university.

5. A cover letter or statement of purpose for participation in the program, 250-300 words long, in English (or also French for Canadian applicants), addressed to the of Spanish Education Office contact to whose address you will be emailing your required documents (check list of Spanish Education Office contacts in the US or Canada in section 2.2.). Please, specify in the letter that English or French is your first language. The letter must be signed and dated. The letter must be written in English (or French) even though Profex asks you to write it in Spanish.

6. If you happen to have a European Union passport on top of your US or Canadian passport and you will be using that passport to enter Spain, please note:
   a. A medical certificate needs to be uploaded, which needs to be issued by your doctor. This will be to be on the doctor’s letterhead, standard sized paper, verifying you are free of drug addiction, mental illness or any disease that could cause serious repercussions to public health.
   b. You will need to provide a clean police background check upon arrival at your assigned school.

7. A letter of recommendation in English, Spanish or French (for Canadian applicants), up to 250 words, written and signed by any current or former professor. If you have been out of school for over three years, you can receive this letter from your supervisor at work. Letterhead, author’s contact information and hand-signature are required in the letter. Please note that we may contact the author of the letter and ask them to elaborate on its content.

    Once you have accepted a placement in Spain, you will need to bring with you to your destination the original and official documents listed on #1-8. You are responsible for submitting all your paperwork at the same time and in a timely fashion. We appreciate your diligence, effort and dedication to do so as efficiently and neatly as possible.

Please feel free to review some Guidelines for the letter of recommendation, which you can share with the person who will write the letter for you.

**Note:** For the purpose of the program, sending the letter to us on a sealed envelope is not required. Please upload it to PROFEX directly, which will help us process your application faster.

Please avoid writing to the Spanish Education Office contact in the US or Canada just to check if they have received your email. Bear in mind that those candidates who have sent the attachments correctly will get an email from PROFEX informing them that their application is in the status of Registrada. This means that your attachments have been received by the Spanish Education Office contact in the US or Canada.

Your Spanish Education Office contact in the US or Canada will then review the application and all the associated documents and will confirm that the documentation can be admitted for the selection process.
If the application needed to be corrected or completed in any way, they will contact you via email. For all email communications please include in the “Subject” field of the email 18_2AX plus the last four digits of your application number, plus your name and first name as in the example: 18_2AX, 0897, Sample, John. Once your application changes to the status of “Admitida” in the Profex system, you will be notified via email. Please, check your status regularly on PROFEX.

1.6. Working conditions

The language assistants will spend a full academic year in Spain, typically from the beginning of October through May 31. Preferred placement in different Spanish regions can be requested. Applicants will have to mark three preferred destinations. The Ministry of Education, Culture and Sport will make an effort to accommodate your preference, but it cannot be guaranteed.

As a language and culture assistant, you will work between 12 and 16 class periods a week at an elementary, secondary or language school. Programs/schedules will be determined by the program coordinator at your school placement. You might be the only assistant in your school, but there may be other participants assigned to the same school district / area; in some cases your schedule may be split between two different schools. Working during school hours, you will have plenty of time to enjoy this opportunity beyond your school setting.

The language assistants will receive a monthly stipend of 700 euros and full medical insurance. Upon arrival in Spain, they will be offered an orientation course. Travel costs to and from the country of origin will be the responsibility of the assistant.

Language assistants may participate in the program for a second year, although priority is given to first-time applicants. Renewals are only possible if the candidate receives a positive reference letter at their school. Those who desire to participate for a third year will not be given any type of priority.

Before starting your assignment, you need to attend an orientation course scheduled for your particular region in Spain (Comunidad Autónoma).

At the end of the program your corresponding regional education administration in Spain will issue you a certificate of completion for your services that may count as “professional development credits” for your career.

1.7. Roles and responsibilities

Your role is to encourage students to broaden the knowledge of your language and culture, so your work will involve preparing activities that focus on language and culture, such as oral comprehension and speaking activities. You may also be asked to lead sessions with small groups of students. Although you are traveling to Spain as a student, the tasks you will perform should be regarded as a job. You may be removed from the position due to disciplinary or performance issues. A good job and performance will allow you to receive a positive reference letter for the future, and of course you will make the most out of your experience. You are encouraged to be conscientious and aware of the standards and rules set forth by the program and your school.
1.8. Application dates and deadlines

The online application period runs from January 9, 2018 until April 6, 2018 at 11:59 pm (time UTC/GMT + 1 hour). Applicants must complete the online application in PROFEX and email the attachments to their corresponding office within this deadline (Check section 2.2).

Please note that you may not receive notice about a regional placement or waitlist status right away, although your application will be processed when received. We will contact you regarding application updates, placements and wait list status via emails from PROFEX.

2. Registration and application process

The whole application will be done through the online system called PROFEX, accessible at:

https://sede.educacion.gob.es/tramite/login/inicio.jsp?idConvocatoria=17

2.1. Online registration and application instructions

Please check the PROFEX Manual on our webpage for a complete, step by step guide.

You can create a new account on PROFEX and start completing your CV at any time, but you can only submit your application when the period is open.

If you applied last year, you may use your PROFEX account, which you should update, but you need to submit a new application and send in all the required documents again.

2.2. Where to send the application form?

It will depend on your status:
a. **Renewal candidates** should NOT send renewal paperwork to any U.S. or Canadian office. Please consult with your regional coordinators in Spain (Check contacts on our website). Paperwork will only go to their regional office in Spain (for those assistants who remain in the same region), or to the Ministry of Education, Culture and Sport (for those who want to switch regions). Please note that for any renewal: 1) The application must be accompanied by a positive reference from their current school. 2) The renewal candidate must have completed the whole period of time of their assignment in the current school year. If you are a renewal candidate, [here](#) is an example of what your PDF printout should look like.

b. **CIEE, Fulbright, etc. candidates** willing to stay a second year are considered **new, first time applicants** for application purposes. Therefore they must send their documents to their Spanish Education Office contact in the US or Canada (See 2.2 c New Candidates).

**Selection and regional placement process**

- Once each application is submitted (*inscrita*) online, it is given an application number (e.g. 18_1AX000423). Assignments are given on a first-come, first-serve basis according to this application number as long as the PROFEX system shows that you have also uploaded the necessary documents within a reasonable period of time after having signed up in the application and been given an application number. You are therefore advised not to sign up in the PROFEX system until you have the necessary documents available for uploading.
- “Admitida” means that your application has been submitted, all the required documents have been uploaded and verified and you qualify to receive an assignment. This status makes you eligible (but not selected) to receive a regional placement. Depending on the regions you applied for and your application number, you may be placed on a waiting list or not be offered a position at all.
- Not everyone may receive their first choice. Every effort is made to give you one of your regional preferences or at least a border region to one of those preferences. Should you be unwilling to go to your assigned region, your placement will be given to someone on the waiting list.
- No change in your region preference order will be granted after you have submitted your application.
- Please be aware that you may only express your preference for a region, but not for a city.
- The regional education authorities (e.g.: *Junta de Andalucía, Junta de Castilla La Mancha, Comunidad de Madrid ...*) will assign you a city and a school after you have accepted the regional placement offer.

auxiliares_extra@mecd.es

Postal address:
Programa de Auxiliares de Conversación – Extracomunitarios
Subdirección General de Promoción Exterior Educativa
Ministerio de Educación, Cultura y Deporte
Paseo del Prado, 28, 5ª planta, Madrid 28014
(research a map with the Spanish Autonomous Regions before choosing one of them). Our Office in the US does not make any decisions with this regard.

- If you wish to participate in the program with a family member or significant other, please make sure you are both applying at the same time, you express your preferences for the same region and you include a note in your attached application form explaining your choice and including the full name of the other person.

- Positions are typically assigned in late April. Our priority is to assign all placements that have been requested. This year we anticipate an early position assignment process so we encourage candidates to upload and submit all documents as soon as possible.
c. New candidates from the following states in the US or provinces in Canada, please submit your documents as advised to:

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</table>
2.3. **How to accept or decline the offer of your regional placement?**

Accepting your placement on PROFEX gets the process started. Candidates MUST accept or decline an offer **within three days** of receiving the placement notification email from PROFEX. If you choose to decline the offer, you will not be considered for any other placement for that school year. However, you may reapply for the next academic year.

**How to accept on PROFEX?**

- Log in to your account.
- Click on Acceso. On the left hand menu click **Auxiliares de Conversación**.
- Then click on **Gestión solicitudes**.
- Click on **Aceptar y renuncia candidatos**.
- On the drop down menu make sure to select **Auxiliares extranjeros en España 2018**.
- Then click **buscar**. Your name should appear with an option to accept: **Aceptaración**.

Those candidates who fail to accept or decline in the specified time will be automatically withdrawn by PROFEX and will not receive any assignment for this school year. If you do not accept your position within 3 days of the receipt of your placement, PROFEX will automatically cancel your application.

Candidates cannot decline an offer once the placement is firm. However, if you are after all going to decline an offer, you are to inform the program coordinators by sending an email to renuncias.auxnort@mecd.es

2.4. **Await the acceptance letter from the Spanish Autonomous Region**

Each region sends the acceptance letters for their corresponding assistants. If your letter is exceptionally late, please contact your regional coordinator in Spain. This letter is extremely important as it details key information such as 1) health insurance. 2) stipend. 3) city and school information. 4) start and end program dates. All these details are required for your visa application, which is your next step.

Some regions are very prompt in mailing the acceptance letters, whereas some others may take longer. Please be patient. As long as you accept your assignment on PROFEX and keep communications open with your assigned Education Advisor and your regional coordinator in Spain, you will make your way to Spain.

For contact information for each Autonomous Region (“Comunidad Autónoma”), check the contact list on our website or ask your regional coordinator in Spain.
2.5. Apply for a visa

Visa application is a consular matter. Consulates General of Spain in the US or Canada are in charge of these processes. Candidates who have been assigned a school in Spain need to apply for a Student visa, which will be valid for 90 days. Once in Spain, within a month of their arrival, they will have to apply for their TIE card (*Tarjeta de Identidad de Extranjero*).

The most updated information regarding Consular jurisdiction, visa application and visa instructions will be posted on the website at the end of March. This information will help you process your visa application.

If you hold a European passport on top of your US or Canadian passport, you do not need a visa. However, as mentioned on page 5, you are required to upload a medical certificate onto PROFEX if this is your case.

3. Testimonials from previous Auxiliares

- The Pueblo Series:
  
  [www.pueblotheseries.com](http://www.pueblotheseries.com)

- YouTube:
  
  [www.youtube.com/watch?v=xoWTig68tn4&hd=1](http://www.youtube.com/watch?v=xoWTig68tn4&hd=1) (General)
  
  [www.youtube.com/watch?v=pwn-xkr5ia4](http://www.youtube.com/watch?v=pwn-xkr5ia4) (Extremadura)

- Testimonials:
  
  *A Wandering Casiedilla* (Fregenal de la Sierra, Extremadura)


4. **Appendix 1: Glossary of PROFEX terms**

Status in chronological order:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pendiente de destino</strong></td>
<td>Destination not chosen on application. You must still choose 3 regional preferences.</td>
</tr>
<tr>
<td><strong>Borrador</strong></td>
<td>Draft application, NOT SUBMITTED</td>
</tr>
<tr>
<td><strong>Inscrita</strong></td>
<td>ONLINE APPLICATION SUBMITTED</td>
</tr>
<tr>
<td><strong>Registrada</strong></td>
<td>Application registered. It has no real significance in the process.</td>
</tr>
<tr>
<td><strong>Admitida</strong></td>
<td>Application complete. The application has been processed, your email has the correct attachments and your application in PROFEX has the correct documents uploaded. Your application is eligible for assignment.</td>
</tr>
<tr>
<td><strong>Adjudicada</strong></td>
<td>Assigned. A regional placement offer has been assigned and made to the candidate.</td>
</tr>
<tr>
<td><strong>Reserva</strong></td>
<td>Reserve, wait list. The language assistants program does not make use of this status; your application will rather stay in “admitida” status until we reach your application number.</td>
</tr>
<tr>
<td><strong>Aceptada</strong></td>
<td>Placement offer has been accepted by the candidate. The candidate has committed to participating for that region.</td>
</tr>
<tr>
<td><strong>Renuncia</strong></td>
<td>Decline of placement offer. The candidate is no longer eligible for any placement for the upcoming academic year.</td>
</tr>
<tr>
<td><strong>Sin plaza</strong></td>
<td>No placement.</td>
</tr>
<tr>
<td><strong>Excluida</strong></td>
<td>Excluded. Occasionally used to remove your application from the program. Usually if the candidate no longer wishes to be considered before assignments have been made or when the candidate has used the wrong application form, for instance as a new candidate and not renewal.</td>
</tr>
<tr>
<td><strong>Excluida global</strong></td>
<td>Excluded from all vacancies for any programs offered that term.</td>
</tr>
<tr>
<td><strong>Registro excluido</strong></td>
<td>Application excluded.</td>
</tr>
</tbody>
</table>
6. Appendix 2: Map of Spain

Remember that some Autonomous Regions, such as Cataluña, Valencia, Baleares, Galicia, País Vasco and Navarra have two official languages.

More information on the website program:

DATA PROTECTION

The Spanish Ministry of Education, Culture and Sport will use the information you provide on your application form for the purpose of assessing your application and, if you are successful, for administering your participation in the language assistant program. We shall pass your information to collaborating institutions, government departments and other third parties involved in the program.