NORTH AMERICAN LANGUAGE AND CULTURE ASSISTANTS IN SPAIN 2018-2019

PLEASE MAKE SURE YOU ANSWER "YES" TO ALL THESE QUESTIONS BEFORE SUBMITTING ONLINE AND EMAILING YOUR APPLICATION
Documents to be **uploaded** in the corresponding sections on Profex

1. Did you upload a copy of the main page of your valid US or Canadian passport?
Documents to be uploaded in the corresponding sections on Profex

2. Did you upload your official College transcripts or a copy of your degree certificate or diploma?

NOTE: we do not require that the official transcripts be sent to us on a sealed envelope from your college or university.
Documents to be **uploaded** in the corresponding sections on Profex

3. Did you upload a statement of purpose for participation in the program?
   - Does it have **between 250 and 300** words?
   - Has it been written **in English** (English or French for Canadian applicants)?
   - Has it been **addressed to the education advisor** responsible for the office where you will be mailing your application printout form and checklist?
   - Have you **hand-signed and dated** your statement?
Documents to be **uploaded** in the corresponding sections on Profex

4. Did you upload a letter of recommendation?

- Is it in **English or Spanish** (or also French for Canadian applicants)?
- Does it have a maximum of **250 words**?
- Has it been written and hand signed by any current or former **professor**? (if you have been out of school for over 3 years, you can receive this letter from your current supervisor at work).
- Does it contain the university’s **letterhead**, author's **contact information** and **handwritten signature**?
Submit your application online

0 If you answered “YES” to the preceding questions, you are ready to submit your application online through PROFEX.

0 If you are unsure about any of the documents that need to be uploaded, please contact your regional advisor.

0 Incomplete applications may result in processing delays or in your application not being admitted.

Keep reading about documents to be mailed
Hard copies to be **emailed**

to your corresponding advisor

1. Did you print, hand sign and date, the pdf application form available to you after submitting your application online?
Hard copies to be **e-mailed**
to your corresponding advisor

**2.** Did you sign and date your checklist, with your initials next to each item you are mailing or have uploaded?
Remember...

If you happen to have a European passport on top of your US or Canadian passport, you need to upload a medical certificate, which needs to be issued by your doctor. This needs to be on the doctor’s letterhead, verifying you are free of drug addiction, mental illness or any disease that could cause serious repercussions to public health.
E-mail pdf printout + checklist

- If you answered “YES” to the previous questions, you are ready to e-mail your application pdf printout form and the checklist to your corresponding advisor.
- Once your advisor receives your e-mail, he or she will change your status in Profex to “Registrada”, and if everything is correct, to “Admitida”. Otherwise, you will be contacted by e-mail.
- Please address any general questions to: norteamericanos@mecd.es
Thank you for following these guidelines.
English and French learners are awaiting you in Spain!