

# APPLICATION PROCESS GUIDELINES -Deadline 18 April 2017-

BEFORE YOU START: IF YOU DO NOT HAVE A PROFEX ACCOUNT, YOU WILL NEED TO REGISTER BEFORE STARTING THE PROCESS.

The whole process will be mainly done through the system called PROFEX but you will also need to send a printed copy of your application and CV by post.

**PART ONE:** Filling out Application and uploading scanned required documents through PROFEX (see list).

Documents list:

1. Curriculum Vitae.
2. Passport.
3. A passport photo.
4. A certified copy of the degree certificate, official transcripts or a letter from the applicant's university tutor (on headed paper) stating the applicant is expected to graduate this year. A certified copy of the academic record, on headed paper, is also required.
5. A reference letter.
6. Certificates for other merits.
7. Applicant's statement explaining his/her interest in taking part in the language assistant program, his/her expectations about it and what he/she can offer to the program, in no more than 300 words, either in Spanish or English.

**PART TWO:** After submitting the application through PROFEX, send the printed copies of your signed application and your CV to: Consejería de Educación, Embajada de España en Alemania, Lichtensteinallee, 1. 10787 Berlin

**PART THREE:** Await results from the selection process:

- From 1st May, check regularly if your application has been accepted (*Application status: Admitida*) That means you are **eligible but not selected yet**. If your application has not been accepted, click on **Excluidos** to find out why it has been turned down.
- Once you have been **selected and granted a placement**, you will receive a **notification mail from PROFEX** (approx. In June). Then, you will need to Access PROFEX "*Gestión de solicitudes.Aceptación/Renuncia*" in order to accept or decline the offer.
- **If you accept, wait** until you receive the **confirmation letter** from the correspondent Education Department (approx. in July) before starting to make any travel arrangements.

If you have any difficulties completing the process, do not hesitate to request further help from the Spanish Education Advisor assigned to your country: Ms. Mercedes Marín García ([mercedes.marin@meecd.es](mailto:mercedes.marin@meecd.es)).  
Tel.: 0049 (0) 30-887159-24.