



Language Assistant Program Ministry of Education and Vocational Training 2018-2019

**ORIENTATION AND ADMINISTRATIVE
PROCEDURES**

Guides

Presentations and resources

Monthly stipend

**Immigration (NIE: EU Registration or
TIE)**

Healthcare

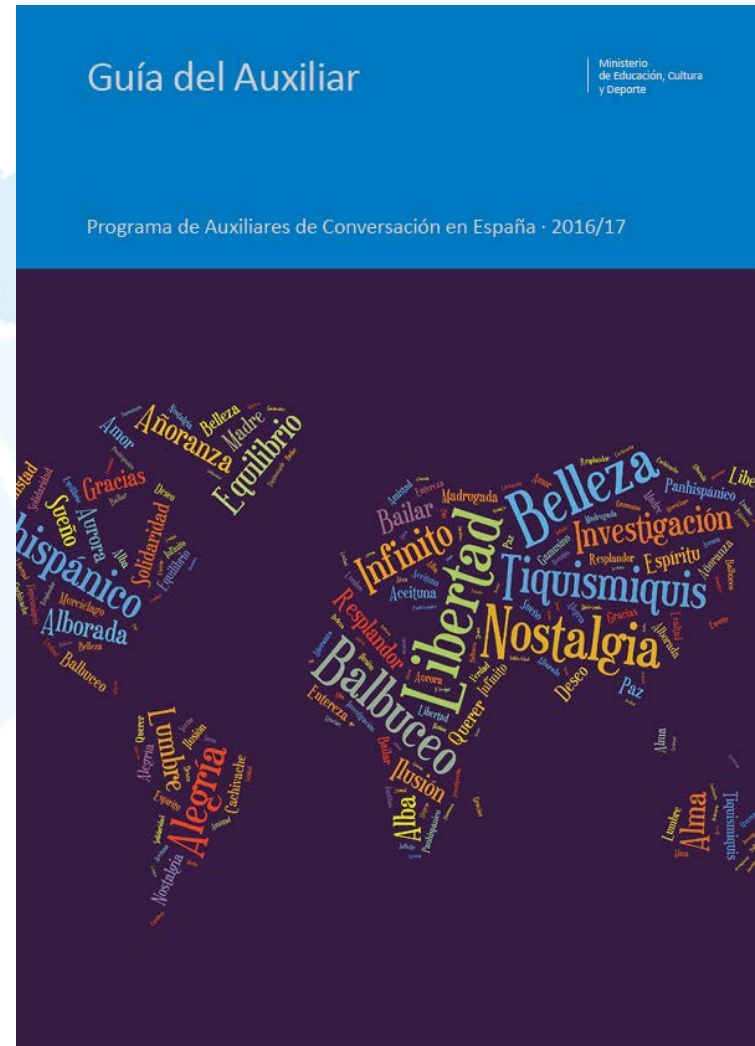
Absences, leaves and related issues

Language Assistant Guide

The content of this presentation is available in greater detail in the Language Assistant Guide found on the Ministry's website:

<https://www.mecd.gob.es/servicios-al-ciudadano-mecd/dms/mecd/servicios-al-ciudadano-mecd/catalogo/general/educacion/998188/ficha/998188-2017/Guia-AACC-17-18-actualizado.pdf>

Read it closely and familiarize yourself with its content.





Sections of the Guide

- Administrative procedures and paperwork.
- Duties of a language assistant.
- Introduction to Spain's education system.
- Frequently asked questions.
- Useful addresses.



PRESENTATIONS AND RESOURCES

The program website also contains very useful presentations:

- The Spanish educational system: Elementary Education, Secondary Education and Official Language Schools
- Language assistant functions
- Classroom activities for different educational levels

<http://www.mecd.gob.es/servicios-al-ciudadano-mecd/catalogo/educacion/profesorado/convocatorias-para-extranjeros/auxiliares-conversacion-extranjeros-espana.html>

ADMINISTRATIVE PROCEDURES AND PAPERWORK

You must complete various procedures in order to:

- **Receive your** monthly stipend
- Receive your **Foreigner Identity Number (NIE)** using your EU Citizen Registration Certificate or the TIE if you are not an EU citizen
- Receive **health insurance** if you do not have a European Health Insurance Card (TSE)

MONTHLY STIPEND - I

Step 1: OPEN A BANK ACCOUNT

Required documents:

- **Letter of appointment** from the Ministry.
- **Passport** or similar identity document.
- **NIE (Foreigner Identification Number)**. Most banks in Spain request this Foreigner Identification Number when one opens a bank account.

MONTHLY STIPEND -II

Step 2: COMMUNICATE BANK INFORMATION TO THE MINISTRY:

Send the form you have received with your bank account information and your NIE to:

auxiliares.conv@educacion.gob.es

Deadline: October 15th

 MINISTERIO DE EDUCACIÓN Y FORMACIÓN PROFESIONAL

SECRETARÍA DE ESTADO DE EDUCACIÓN Y FORMACIÓN PROFESIONAL
DIRECCIÓN GENERAL DE PLANIFICACIÓN Y GESTIÓN EDUCATIVA
SUBDIRECCIÓN GENERAL DE COOPERACIÓN INTERNACIONAL Y PROMOCIÓN EXTERIOR EDUCATIVA

PROGRAMA DE AUXILIARES DE CONVERSACIÓN EXTRANJEROS EN ESPAÑA
CURSO 2018-2019

FORMULARIO DATOS CUENTA BANCARIA ESPAÑOLA Y NIE

Nombre y Apellidos	<input type="text"/>	
Nacionalidad	<input type="text"/>	
Nombre del Centro*	<input type="text"/>	
Localidad del Centro	<input type="text"/>	
Comunidad Autónoma	Elige una opción	
IBAN	CUENTA	<input type="text"/>

ES+2 dígitos Ejemplo: ES11 20 dígitos Ejemplo: 22222222222222222222

NIE

XLYZ+7 dígitos+letra Ejemplo: X1111111P

*Si usted se encuentra destinado en más de un centro, bastará con que proporcione los datos de uno de ellos.

CORREO ELECTRÓNICO:
auxiliares.conv@educacion.gob.es

PASEO DEL PRADO, 28
28014 Madrid
TEL: 915065594
FAX: 915065705

Bank account format: IBAN (International Bank Account Number)

- The account number that you must provide to the Ministry must have this format:

TWO (2) letters: **ES**

22 digits

- Example: **ES 76 2077 0024 0031 0257 5766**

- It's possible that, due to the complexity of this process, the first monthly stipend may be delayed.
- For the rest of your stay, you will receive your monthly stipend during the first few days of the **following** month.
- Do not close your Spanish account until you have received the last payment.

APPLYING FOR A NIE

- **What is the NIE?**

FOREIGNER IDENTIFICATION NUMBER (NIE)

If you have a visa, then you already have a NIE.

- **Where do you get it?**

At the immigration office or police station

See pages 12, 13, 14 and 15 of the Guide

IF YOU ARE AN EU CITIZEN

- You will receive your NIE when you request **your EU REGISTRATION CERTIFICATE.**



How do you apply for your EU Citizen Registration Certificate? -I

- **Where?** At the immigration office or police station near your assigned city or town.
- **How?** By paying the corresponding fee and providing the following documents:
 - Original and complete photocopy of your passport or identity document.
 - Original and photocopy of the letter of appointment to the position of language assistant issued by the Ministry of Education, Culture and Sport.
- Official form (EX-18), in duplicate, duly completed and signed.



How do you apply for your EU Citizen Registration Certificate?- II

- Official form (EX-18), in duplicate, duly completed and signed.

You may find it at:

<http://www.interior.gob.es/web/servicios-al-ciudadano/modelos-de-solicitud/extranjeria>

What is the time frame in which I need to apply for the EU Citizen Registration Certificate?

- You must apply within three months of arriving to Spain.
- For more information about the forms and documentation required for the EU Citizen Registration Certificate, see **pages 12 and 13 of the Language Assistant Guide.**

IF YOU ARE NOT AN EU CITIZEN

- Even if you already have your NIE on your visa, you must request a **FOREIGN IDENTITY CARD (TIE)** in which this number appears:

TARJETA DE IDENTIFICACIÓN DE EXTRANJERO (TIE)



Número de Identificación de Extranjero (NIE)

How do you apply for your Foreigner Identity Card (TIE)?

- **Where?** At the immigration office or police station near your assigned city or town.
- **How?** By paying the corresponding fee and providing the following documents:
 - Original and photocopy of your passport with the entry stamp and the sign or mark made at the border checkpoint
 - 3 recent color photographs with a white background
 - Original and photocopy of visa

How do you apply for your Foreigner Identity Card (TIE)?

- Original and photocopy of letter of appointment to the position of language assistant issued by the Ministry of Education, Culture and Sport.
- Proof of payment of the corresponding fee.
- Official form (EX-17), **in duplicate**, duly completed and signed. You may find it at:

<http://www.interior.gob.es/web/servicios-al-ciudadano/modelos-de-solicitud/extranjeria>

Form (EX-17) to obtain the TIE

Select: Estancia por estudios, investigación-formación, intercambio, prácticas o voluntariado

Stay for studies, research-training, exchange, internships or volunteering.

EX-17

Solicitud de Tarjeta de Identidad de Extranjero (TIE) (LO 4/2000 y RD 55/2011)

Español para todos los idiomas

1) DATOS DEL SOLICITANTE

N.I.E. Nº PASAPORTE

1ª Apellido 2ª Apellido

Nombre Sexo H M Id

Fecha de nacimiento Lugar País

Nombre del padre Nombre de la madre

Nacionalidad Estado civil S C V D Sp

Domicilio en España Nº Piso

Localidad C.P. Provincia

Teléfono E-mail

Representante legal, en su caso, D/Dª PAS DN/ME Título

2) DATOS DEL PRESENTADOR DE LA SOLICITUD

Nombre/Razón Social PAS DN/ME

Domicilio en España Nº Piso

Localidad C.P. Provincia

Teléfono E-mail

Representante legal, en su caso, D/Dª PAS DN/ME Título

3) DOMICILIO A EFECTOS DE NOTIFICACIONES

Nombre/Razón Social PAS DN/ME

Domicilio en España Nº Piso

Localidad C.P. Provincia

Teléfono móvil E-mail

Sí No (Conservar que se las comunicaciones y notificaciones se realicen por medios electrónicos)

4) DATOS RELATIVOS A LA TARJETA

4.1. TIPO DE DOCUMENTO (art. 29)

TARJETA INICIAL MODIFICACIÓN DE SITUACIÓN LEGAL, LABORAL O PERSONAL

RENOVACIÓN DE TARJETA DUPLICADO POR ROTO, EXTRAVÍO, DESTRUCCIÓN O INUTILIZACIÓN

4.2. SITUACIÓN EN ESPAÑA

Estancia por estudios, investigación-formación, intercambio, prácticas o voluntariado

Estancia por autorización de estancia de larga duración

Residencia temporal no lucrativa

Residencia temporal por reagrupación familiar

Residencia temporal y trabajo por cuenta ajena

Residencia temporal y trabajo para investigación

Residencia temporal y trabajo de profesionales altamente cualificados Tarjeta azul-LUE

Residencia temporal y trabajo de duración determinada

Otro (especificar)

Residencia temporal y trabajo por cuenta propia

Residencia temporal y trabajo de transnacionales de servicios

Residencia temporal (con excepción de la autorización de trabajo)

Residencia temporal (por circunstancias excepcionales)

Residencia temporal y trabajo por circunstancias excepcionales

Residencia de larga duración

Residencia de larga duración-LUE

Autorización de trabajo transnacional

CONSENTO la comprobación de mis datos de identidad a través del Sistema de Verificación de Datos de Identidad (en caso contrario, deberá aportarse los documentos correspondientes)

_____ de _____ de _____



FIRMA DEL SOLICITANTE (o representante legal, en su caso)

DIRIGIDA A _____ PROVINCIA _____ EX-17



What is the time frame in which I need to apply by the TIE?

- It must be requested within one month of entering Spanish territory.
- For more information about the forms and documentation required for the TIE, see **pages 14 and 15 of the Language Assistant Guide.**

Inform the Ministry of your NIE

- Once you have your NIE, inform the Ministry of it by sending an email to auxiliares.conv@educacion.gob.es
- You need **to receive your NIE before the end of the year** in order to receive your monthly stipend.



Inform your bank of your NIE

- Once you obtain your NIE, inform the bank of it immediately.
- Talk to your bank about whether or not your account number will change after receiving your NIE.
- If this is the case, inform the Ministry of the new account number by sending an email to auxiliares.conv@educacion.gob.es



HEALTHCARE WITH the European Health Insurance Card (EHIC)

At the health center where you request medical assistance, you must present:

- The European Health Insurance Card (EHIC) or replacement certificate.
- A document proving the identity of the holder of the EHIC (passport, identity card, etc).

HEALTHCARE WITHOUT the European Health Insurance Card (EHIC)

- The Ministry will provide healthcare through an insurance policy **only** to language assistants who do not have the EHIC.
- To apply for insurance you must fill out the form in Annex II of the Guide (page 50), sign it, scan it and send it via email to **auxiliares.conv@educacion.gob.es** as soon as possible.
- The Ministry will send you a document with your policy number and instructions on how to receive medical assistance in Spain.

In case of illness

In the case of serious illness, you must inform not only your school but also to the Ministry of Education, Culture and Sport.



GOBIERNO DE ESPAÑA

MINISTERIO DE EDUCACIÓN, CULTURA Y DEPORTE

Absences and leaves of absence

- Your school's mentor teacher, curriculum director or principal should **be informed of any absence and excuse it** as soon as possible.
- Your school's management will inform the point of contact in the Ministry or autonomous community, depending your group, of unexcused absences or repeated tardies.
- If for any unforeseen reason you need a leave of absence, with a maximum of one week, you must request it from your school and set up a schedule with them to make up the classes that you will miss.

Crisis or emergency

We advise you to **register with your country's consulate** (See the addresses on page 52 of the guide).

In case of crisis or emergency: Contact:

- Your school.
- The department of language assistants in your autonomous community's Department of Education or the Provincial Office of Education if you are in Ceuta or Melilla.
- The Office of Language Assistants of the Ministry of Education and Vocational Training.
- The consular services of your embassy or call the consular emergency phone number.
- Your family and close friends.

GOOD LUCK AND HAVE A GREAT SCHOOL YEAR!

Please don't hesitate to contact the program managers at the Ministry of Education and Vocational Training with any questions that you may have.

Tel.: +34 91 506 55 94

auxiliares.conv@educacion.gob.es