NORTH AMERICAN LANGUAGE AND CULTURE ASSISTANTS IN SPAIN

PLEASE MAKE SURE YOU ANSWER "YES" TO ALL THESE QUESTIONS BEFORE SUBMITTING 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?
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** (U.S. applicants) or **English/French** (Canadian applicants)?
- Has it been **addressed to** the Spanish Ministry of Education?
- 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** (English, French or Spanish 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**?
Documents to be **uploaded** in the corresponding sections on Profex

5. Did you check, sign and date your checklist?
Submit your application online

- If you answered “YES” to the preceding questions, you are ready to submit your application online through PROFEX.
- If you are unsure about any of the documents that need to be uploaded, please contact norteamericanos@educacion.gob.es
- Incomplete applications may result in processing delays or in your application not being admitted.
Remember...

- If you happen to have a passport issued by a country belonging to the European Union 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.
Once your application is submitted....

O The status of your application Profex will change to “Registrada”, and if everything is correct, to “Admitida”. Otherwise, you will be contacted by e-mail.

O Please address any general questions to: norteamericanos@educacion.gob.es
Thank you for following these guidelines. English and French learners are awaiting you in Spain!