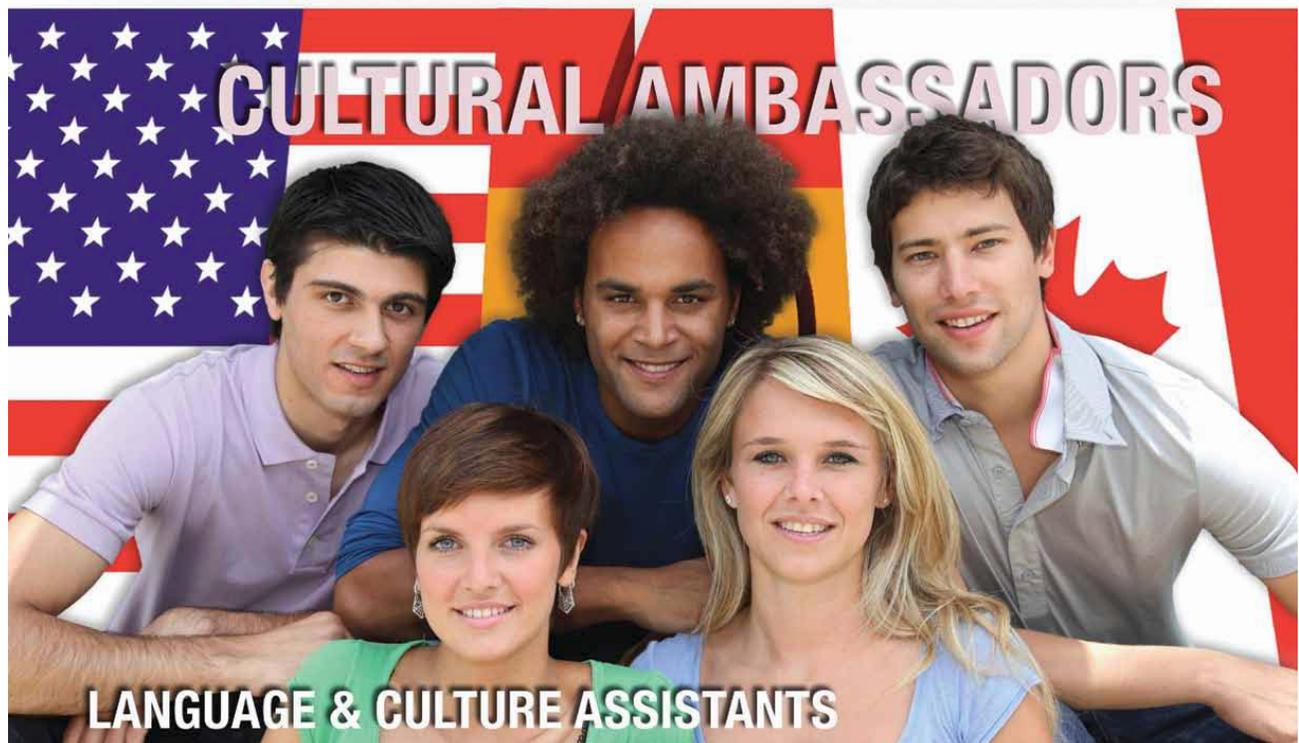


North American Language and Culture Assistants in Spain

MANUAL



2011-2012

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1 Introduction

A quick note about Profex: *The Profex program is used by the Ministry of Education of Spain for all of its international programs. As such, you may find other information that may not have to do with you, that is because it pertains to other programs. Please only do the Curriculum part, which is universal for all programs, and then the specific application can be found under **Auxiliares de Conversación**, which is your program of interest, **but only when the application period is open.***

USE A PC AND THE INTERNET EXPLORER BROWSER FOR YOUR CONVENIENCE

1.1 What does the program entail?

The program is an academic “continuing education” grant provided by the Ministry of Education of Spain. The program sends over 2000 American and Canadian participants to Spain each year to serve as teaching assistants, sharing their native knowledge of the English or French language and North American culture in Spanish public K-12 schools. Occasionally public language schools also request an assistant for their classrooms. The program, though fairly young, has been gaining popularity quickly with more and more demand each year for such a unique experience!

1.2 Who may participate?

- Candidates must hold a U.S. or Canadian passport.
- The candidate must be a native or bilingual English or French speaker.
- The candidate shall hold a minimum of a BA or BS by the end of the academic year preceding the start of the program or be an upcoming Junior or Senior student at their university or be a university graduate.
- Candidates must be in good physical and mental health.
- Candidates must be in a position to present a certificate of good conduct or lack of criminal records when applying for his visa
- Candidates **MUST** have an intermediate level knowledge of the Spanish language at minimum.

The average age of a participant is 21-35, as long as they meet the profile listed above and submit the documentation listed in the “Requirements” section below; candidates older than 35 are subject to regional evaluation depending on the region’s needs at that time.

We ask for an open-minded, flexible attitude as the participants are language ASSISTANTS in the classroom regardless of their years of work experience in the field.

MAKE SURE YOU HAVE ALL YOUR DOCUMENTS READY BEFORE ACCESSING THE SYSTEM

1.3 Required Documents:

1.3.1 Hard copies

1. The PDF printout (signed and dated) available after you submit your application online (See Annex A on our Web page)
2. If you live in the state of New York, you will have to submit the document included in annex 8.

1.3.2 Documents to be uploaded (.pdf format)

3. A copy of the photo and information page of your valid **passport**.
4. An **official** college transcript OR a **copy** of your college diploma.
5. A one page **statement of purpose** for participation in the program in either English or Spanish, addressed to the person responsible for the office you will be sending your required documents to (See Annex 7)
6. **If you are in addition a EU citizen or you already have a residence card (TIE)**, a medical certificate of good mental and physical health issued by your doctor. This should be on the doctor's letterhead on standard sized paper, verifying you are free of drug addiction, mental illness and any disease that could cause serious repercussions to public health, according to the specifications of the *international sanitary regulation of 2005*.

1.3.3 Documents to be either uploaded or mailed.

7. A one page **letter of recommendation**, in English or Spanish, from any current or former professor or, if you have been out of school for over five years, from your supervisor at work. This document can be mailed separately, should your professor wish to send it to us personally. Nevertheless, it can be sent together with the **pdf** printout (point 1). *The letter must be on letterhead and signed.*



Please, send the required hard copies only **after** you have submitted your application on line and as soon as possible.

- Unless it is really necessary, **please avoid writing to the Education Offices** just to check if they have received your hard copies. Bear in mind that those Candidates who have sent the hard copies correctly will get an email from Profex informing them that their application is in the status of Registrada. This status will immediately after change to Admitida.
- Please, **check your status regularly on Profex**. Those whose hard copies are incomplete or incorrect will be contacted to let them know about what is missing or incorrect.

You will have to submit again all required documents in person upon arrival in Spain.

1.4 Working Conditions

The assistant will work 12-16 hours weekly in their assigned school. The schedule will be determined by the program coordinator in the assigned school. You may be the only assistant in your school or there may be multiple participants assigned to the same school depending on demand or you may be assisting in two different schools. You will have plenty of free time to take advantage of your stay abroad!

1.5 Expectations

You are expected to be punctual, flexible and have a positive attitude. *Although this is an academic grant it is to be taken seriously and treated like a job.* You may be removed from the position due to disciplinary problems or you may use them as a reference in the future if you do excellent work and enjoy the experience. It is up to you to be responsible and meet the standards and rules set forth by the program and your school.

1.6 Benefits

You will receive a **minimum monthly stipend of 700 €net.**

You will be provided **general health insurance** by your region covering basic needs, emergencies and repatriation. You will be responsible for paying for any prescriptions. However, the prescriptions in Spain cost approximately 80% less than those found in the States and you will end up paying about the same price out of pocket as you would pay with insurance for a US prescription.

You partake in a unique and enriching experience in Spain! Many people opt to renew the grant for a second year. However, this extra year is only possible if the candidate is issued a positive evaluation from their school representative. Those wanting to participate for a third year will not be given any type of priority. You will receive initial and continuing professional training. At the end of the program you will receive a certificate of completion for your services rendered that may count as credit as a "continuing education unit/credit." Upon your return to your home country you will have gained experience that will put you ahead of the competition should you want to apply for a job that is related to the Ministry of Education such as a teacher in an ISA (International Spanish Academy). This is a great way to gain experience, travel, make new friends, improve your knowledge of Spanish language and culture, and positively represent your home country.

Before starting your assistantship, you will need to attend the orientation scheduled for your particular region in Spain (Comunidad Autónoma). Available dates and venues will be announced on our website.

1.7 Duration

The program generally lasts 8 months from October 1 through May 31. The participant may opt to renew for a second year only. However, this repeat year is only possible if the candidate is issued a positive evaluation from their school representative. Those wanting to participate for a third year will not be given any type of priority.

1.8 Application Period

The application period runs from November 1, 2011 until March 31, 2012. **The applicants will need to send their hard copy documents to their corresponding office.** (See point 2)



The deadline for receiving hard copy documents at your corresponding office is April 15, 2012. Please send your hard copies immediately after you submit your online application. Documents will not be accepted after the April 15 deadline.

Please be aware, although your application will be processed when received, you will not receive word about a regional placement or wait list status until mid-late April 2012. We will update you as often as possible regarding application updates, placements and wait list status via mass emails from Profex.



Please make sure to check your spam folder as these emails often get caught there and mark the Profex mailer as a safe sender

Candidates applying for a second year in the program (excluding CIEE participants) should send their documents to their regional coordinator in Spain if they wish to remain in the same region. Candidates renewing the grant wishing to change regions should send their documents to the Ministry in Madrid. Contact your regional coordinator for details

Second year candidates will be given priority placement over first-time participants as long as they have their application submitted online by February 29, 2012; this deadline is the date to retain priority status. Renewals submitting after the above deadline will be selected according to chronological application number.

1.9 Withdrawals

Candidates can decline an offer within five business days of receiving the placement notification email from PROFEX.

- Those candidates who fail to accept or decline in the specified time may be barred from participating in future edition.
- Candidates cannot decline an offer once the placement is firm what implies they would be fully excluded for future editions (candidates providing prove of justification may be included in a waiting list for future editions)

2 Registration and application process



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.

2.1 Online registration and application instructions

How to register: Please See *Annex A* of this manual for a complete step by step visual guide.

2.2 Hard Copy Documentation: Where to send required paperwork

a. **Renewal candidates** should consult with their regional coordinators (please see **Annex 1**). Their paperwork will go to the regional office or to Madrid.

Please do not send renewal paperwork to any U.S. or Canadian office.

b. **CIEE candidates** wishing to stay a second year are considered first time applicants to the program and must send their documents to their corresponding office in the U.S. or Canada.

c. **New candidates** from the following States:

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming.

Please submit your application to the following address:

Ms. Carmen Fernández Santás cer.losangeles@educacion.es

Education Office

Consulate General of Spain in Los Angeles

6300 Wilshire Blvd., Suite 830

Los Angeles, CA 90048

Tel.: (323) 852-6997 Fax: (323) 852-0759

Connecticut, Illinois, Indiana, Iowa, Kentucky, Massachusetts, Michigan, Missouri, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Rhode Island, South Dakota, Wisconsin, Vermont and Puerto Rico

Please submit your application to the following address:

Mr. Jesús M^a Jurado jesus.jurado@educacion.es

Education Office

Consulate General of Spain

358 Fifth Avenue, Suite 1404

New York, NY 10001

Tel.: 212-629-4435 Fax: 212-629-4438

Alabama, Arkansas, South Carolina, North Carolina, Florida, Georgia, Louisiana, Mississippi, Oklahoma, Tennessee, Texas

Please submit your application to the following address:

Mr. Juan José Cogolludo jjose.cogolludo@educacion.es

Education Office

Consulate General of Spain in Miami

2655 Le Jeune Road, Suite 1000

Coral Gables, FL 33134

Tel. 305-448-2146 Fax 305-445-0508

Delaware, Kansas, Maine, Minnesota, Maryland, Pennsylvania, Virginia, West Virginia, and Washington, D.C.

Please submit your application to the following address:

Ms. Carmen de Pablos mcarmen.depablos@educacion.es

Education Office

Embassy of Spain

2375 Pennsylvania Ave. NW

Washington, D.C. 20037-1710

Tel. 202-728-2335 Fax 202-728-2313

Candidates from Canada:

Please submit your application to the following address:

Mr. Jorge Luengo jorge.luengo@educacion.es

Education Office

Embassy of Spain

74 Stanley Avenue, Suite #122

Ottawa, ON K1M 1P4

CANADA

Tel. 613-741-8399 Fax. 613-741-6901

2.3 Profex Support



Profex support: profex.soporte@educacion.es

General program inquiries: norteamericanos@educacion.es

2.4 Selection Process

It pays to be timely for the *Auxiliares de Conversación Program*. Once each application is submitted/inscrita online it is given an application number (for example 12_1AX000423, the application number being 423). **The placements are given on a first-come first-served basis according to this application number.** Every effort is made to give you one of your regional preferences or at least a neighboring region to one of those preferences. Please remember a preference is only that and that the program is a privilege not a right. Should you be unwilling to go to your assigned region someone on the waiting list will be happy to take your place. Please realize that you may only preference a region and YOU MAY NOT PREFERENCE A CITY. The regional education authorities (i.e. Junta de Andalucía, Junta de Castilla La Mancha, Comunidad de Madrid ...) will assign your city and school after you have accepted the

regional placement offer. Check a map with the Spanish Autonomous Regions before preference one of them.

If you are submitting an application together with a family member, please make sure you ALL preference the same region and include a note in your hardcopy packet explaining your choice.

2.5 What does it mean to be “admitida?”

There are several different statuses that you may have during the application and admission process as well as some uncommon vocabulary used on **Profex** (see *Annex 6 GLOSSARY OF TERMS*). The “admitida” status seems to be the most confusing. To be “admitida” means that your application has been received, analyzed, and is not lacking any required documents. This status makes you eligible (but not selected) to receive a regional placement. However, please note that if you are “admitida” you may not receive a placement depending on your application number (see above). For example if there are 500 spots but you are application number 502 with “admitida” status you will be wait listed.

2.6 Regional Placement Process

Spots are assigned on a first come first-served basis according to application numbers that also have *admitida* status. Not everyone may receive their first choice. Our most important priority is assigning ALL placements that have been requested.

2.7 What to do after receiving a regional placement

ACCEPT! Accepting your placement on PROFEX gets the ball rolling for the whole process. You do have the option to also decline the offer on PROFEX. If you choose to decline the offer you may not be considered for any other placement for that school year. You may, however, reapply for the next academic year.



Please **accept or decline** the assignment **within 5 business days of receiving the notification email from the Profex system**

2.8 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 *Aceptación y renuncia candidatos*. On the drop down menu make sure to select *Auxiliares extranjeros en España 2012*. Then click *buscar*. Your name should appear with an option to accept: *Aceptación*

2.9 Patience: Waiting for the acceptance or “nombramiento” letter

Each region writes and sends the acceptance letters for their corresponding assistants. The state-side portion of the program or the Spanish consulates are not involved in this, cannot rush it, nor affect any part of the process. If your letter is exceptionally late please contact your regional coordinator (see *Annex 1*). This letter is extremely important as it details key information (health insurance, stipend, city and school information) required for your visa application as well as is a required document

for the visa application. Some regions are very timely with mailing the acceptance letters and others are not. Please be patient. As long as you accept on **Profex** and keep open communications with your region you will get to Spain.



Contact Information for each Autonomous Region / "Comunidad Autónoma" (see Annex 1)

3 Arriving in Spain



For Consular jurisdiction, visa application form and visa instructions please see Annexes 2 and 3

If you are a Canadian or US citizen and hold an EU passport, you **DO NOT NEED A VISA.**

3.1 Once in Spain: NIE and Residence Card (TIE)

www.mir.es, www.policia.es

Under the current regulations two types of Student Visas are available within the *European Schengen member countries*.

1. *Long-Term Student Visa* for extended stays (LONGER THAN 6 MONTHS): Most participants qualify for this type of student visa. This visa is active and valid for 3 months. This visa serves as an authorization for your first entry into the country. Within the first 30 days after first entering the country the holder of the visa must apply for a NIE (número de identidad de extranjero) number and a Temporary Residence Card for Foreigners (TIE). These are two individual processes resulting in two individual documents that is done in a **Police Office** for Foreign Aliens (Extranjería). The residence card (TIE) should be valid for the remainder of the duration of the program (May 31 or whichever date is specified in the acceptance letter). We have found that many of the past participants have received a residence card (TIE) that expires in the last weeks/days of September (3 months after the end of the program).
2. *Student visa for short stays* (UP TO 6 MONTHS): This visa is valid for 6 months. This type of visa is being granted to participants that are planning to join the program in the second semester beginning in late January. This visa does not give the holder rights to a residence card nor may it be renewed or extended. However, it should be noted that a holder of a short stay visa is still **REQUIRED** to obtain a NIE number in order to be paid and make any other fiscal transactions.

The Embassies of the USA and Canada in Spain do not have anything to do with any of the aforementioned processes nor does the Spanish Ministry of Education in Spain, the USA, or Canada. All of the assistants that enter Spain with a student visa in order to participate in the program must go to their nearest Office for Foreign Aliens (Extranjería) and initiate the necessary processes to apply for the NIE and the Temporary Residence Card. If the student visa is allowed to expire and the NIE and Residence Card have not been applied for yet, the assistant may have problems in the future justifying their legal status in Spain.



Once a NIE is obtained the assistant should send a copy of this information to the **regional coordinator** for their region so that he/she may enter the information in the system in order to receive the stipend.

To clarify any doubts about the difference between NIE, Residence Card (TIE), and Visa:

- **NIE:** is an official fiscal number given to the applicant whether the person has a visa or not. By itself it only serves as a means to open a bank account or to make a financial transaction, among others. It is on an A-4 sheet that certifies that the holder has been issued the corresponding NIE number and that in no form or fashion does it serve as official identification nor permission for residence.
- **Temporary Residence Card for Foreigners (TIE):** The residence card has the NIE number on the front and on the back the educational institution that the holder belongs to. In order to obtain the residence card one must present their visa and any other required supplemental documentation such as the original letter of acceptance from the assigned region. One must do this within the first 30 days after arriving in Spain. If for whatever reason a participant changes schools they must obtain a new residence card so that it reflects this change.
- **Visa:** an official authorization to enter the country for a specific purpose. This information is for the North American participants in the program (holding a US or Canadian passport); those with EU citizenship or from other countries may be subject to different conditions. For example, those with an EU passport **will have a NIE** for fiscal transactions but will not have a residence card as by EU agreement they have the right to move, reside and work freely.

4 Preparing for your Departure and Tips for Settling in to Spain

4.1 Ideas and Suggestions to prepare yourself for your school

Top 10 Tips

1. Bring an open-minded attitude with you (and keep it handy). During your stay with us, you will become familiar with daily life in Spain, learn how Spanish schools operate and gain teaching experience.
2. Jot down the basic questions you have in mind about this position so they are answered as soon as possible. Some examples could be:
 - How large is the school?
 - How old are the students?
 - Which subjects are bilingual?
 - What is the school's geographical and social and cultural environment?
 - Does the school have a partner school in my country?
 - Does the school have a website?
 - Which airport / train station is closest?
 - What are the possibilities for affordable accommodation?
 - Who should I contact when I arrive?
 - Can you provide me with name, email... of the previous language assistant?
3. Get to know some previous language assistants who worked in the same school, area, region, etc. (learn from others' tips!!)
4. Get to know your future school and town in advance. Search their web for information on projects, studies, etc.
5. Get to know some other language assistants coming to Spain or your region (share your anxiety and/or expectations!!)
6. Bring some basic information about your hometown, city, area, region, etc. (be the best ambassador!):
 - Visuals: pictures of family, friends, house, city or town, university...
 - Maps, brochures...
 - Postcards, posters, signs...
 - Menus, recipes, games...
 - Paper money and coins (if different from euros!!)
 - Written press:
 - National and local press, weather reports, cooking recipes, horoscopes...
 - Magazines for children and teens, comic strips, picture books
 - Advertising flyers, student newspapers and magazines, sports books
 - Programs for live concerts or plays
 - Audio:
 - Audio recordings of poems and nursery rhymes, stories and songs
 - Radio advertisements
 - Book readings
 - Karaoke DVDs
 - Audiovisual (be aware of different zone or systems):
 - Excerpts from TV newscasts
 - Video clips, TV commercials, weather reports...
 - Web links about your area

Finally, don't hesitate to bring documents related to your own interests, hobbies or area of university studies that might interest students

7. Bring some useful contacts from teachers at your local or former primary/secondary schools. It may be helpful for future school exchanges, pen pal projects, visits, etc. (expand your public relations abilities!)

8. Think of possible ways to spend your free time. You will have plenty of time for traveling around, reading, doing sport, studying some course, doing on-line studies, taking up a new hobby, socialize, etc. (treat yourself!!)

9. Plan a personal budget to cover your expenses (rent, transport...) until you get your first pay check

10. Finally, start a blog or any other way to tell your friends and family about your activities (it will save you hundreds of emails!)

...WE ARE WAITING FOR YOU!!!

This document was originally prepared by José Antonio Alcalde

4.2 Practical ideas for the installation in Spain

www.spainexpat.com/spain/category/C4/Living/

The living in Spain section covers information about meeting your more basic needs for life in Spain. You'll find information for finding property/real estate, apartments in Spain, schools and university programs, health care and medical insurance, English-speaking doctors, and sending mail through the postal system.

Craigslist in Spain in English: <http://madrid.es.craigslist.es/>

Like a Spanish Craigslist: www.segundamano.es/

www.loquo.es

<http://www.idealista.com>

4.3 Accommodation

The participants are responsible for their own room and board as well as their transportation to and from Spain. This, however, does not mean that each person will live alone. Many share an apartment with other assistants or Spanish roommates. The schools should have some resources to help you find a place to live. In a minority of cases the schools will even have host families for the assistants. Plan on staying in a hostel for about a week when you first arrive. Do not get an apartment just from looking at photos online. It is prudent to go check out the apartment yourself and make sure its advertisement is truthful before you commit to a lease. We also recommend arriving with 1500-2000 dollars in savings to get established.

4.4 Services

Ministerio del Interior www.mir.es

Policía www.policia.es

Please see the *Annexes* for the NIE and Residence Card Applications.

4.5 Community / Government

La Moncloa www.la-moncloa.es/default.htm

4.6 Health Insurance

Health insurance will be provided to each participant by their *Comunidad Autónoma (Autonomous Region)*. This health insurance will vary in its specifics but in general should cover any basic/annual needs, emergencies, accidents, and repatriation. The participant is responsible for their own prescriptions. However, the prescription medicine in Spain is normally one-third the cost of prescription medicine in the US, essentially the same price as you would pay in the US with American health insurance. In the event of an emergency contact your principal, director, or teacher that serves as your main contact and/or supervisor at your assigned school.

For further information, go to the Ministry of Education of Spain website:

<http://www.educacion.gob.es/horizontales/servicios/profesores/convocatorias/extranjeros/auxiliares-conversacion-extranjeros-espana.html>

5 Annexes

5.1 Annex 1: Regional Contact Information (subject to change, updated 09/09/11)

Andalucía

Dirección General de Participación e Innovación Educativa
Servicio de Programas Educativos Internacionales
Calle Juan Antonio de Vizarrón, s/n - Edificio Torretriana
41071 Sevilla

Correo-e de Contacto: auxiliares.ced@juntadeandalucia.es

Aragón

Programa de Auxiliares de Conversación extranjeros
Unidad de Proyectos y Programas con el Exterior
Departamento de Educación, Cultura y Deporte del Gobierno de Aragón
Avda. Gómez Laguna, 25, 2ª planta
50009 Zaragoza

Correo-e de contacto: tfernandezvega@educa.aragon.es

Asturias

Programa de Auxiliares de Conversación extranjeros
Consejería de Educación y Ciencia del Principado de Asturias
Dirección General de Políticas Educativas, Ordenación Académica y Formación Profesional
Servicio de Ordenación Académica, Formación del Profesorado y Tecnologías Educativas
Plaza de España, 5, 3ª planta
33007 Oviedo

Correo-e de contacto: mariapilar.cuelloalonso@asturias.org

Baleares

Servei de Programes Internacionals
Conselleria d'Educació i Cultura
Passatge de Guillem de Torrella núm. 1, 1r pis
07002 Palma

Correo-e de contacto: ieaureli@dgoifp.caib.es

Cantabria

Programa de Auxiliares de Conversación
Consejería de Educación
Unidad Técnica de Renovación y Dinamización Educativa
C/ Antonio López 6, entlo izquierda
39009 Santander

Correo-e de contacto: javier.fernandez1@educantabria.es

Castilla-La Mancha

Programa de Auxiliares de Conversación
Servicio de Competencias Comunicativas y Plurilingüismo
Dirección General de Participación e Igualdad
Consejería de Educación y Ciencia
Bulevar del Río Alberche, s/n
45071 Toledo

Correo-e de contacto: sccyp@jccm.es y mgarcia@jccm.es

Castilla y León

Programa de Auxiliares de Conversación
Consejería de Educación
Dirección General de Planificación, Ordenación e Inspección Educativa
Avenida Monasterio de Ntra. Sra. de Prado
Autovía Puente Colgante, s/n.
47014 Valladolid

Correo-e de contacto: poslopma@jcy.l.es

Cataluña

Programa de Auxiliares de Conversación
Servei de Llengües
Subdirecció General de Llengües i Entorn
DG Planificació i Entorn
Departament d'Educació
Via Augusta, 202-226 2D
08021 Barcelona

Correo-e de contacto: mfonseca@gencat.net

Extremadura

Programa de Auxiliares de Conversación
Consejería de Educación Dirección General de Calidad y Equidad Educativa
Servicio de Ordenación Académica
C/ Delgado Valencia, nº 6 - 2ª Planta
06800 Mérida (Badajoz)

Correo-e de contacto: oraux05@edu.juntaex.es y respecial@edu.juntaex.es

Galicia

Programa de Auxiliares de Conversación
Dirección Xeral de Educación, Formación Profesional e Innovación Educativa
Consellería de Educación e Ordenación Universitaria
Edificio Administrativo - San Caetano s/n
15781 Santiago de Compostela (A Coruña)

Correo-e de contacto: auxconversa@edu.xunta.es

Madrid

Programa de Auxiliares de Conversación
Consejería de Educación
Dirección General de Mejora de la Calidad de la Enseñanza
Subdirección General de Programas de Innovación
Gran Vía 20, 4ª planta
28013 Madrid

Correo-e de contacto: mariajose.martinezdelis@madrid.org ,
irena.helena.jaroszynska@madrid.org

Murcia

Consejería de Educación, Formación y Empleo.
Dirección General de Promoción, Ordenación e Innovación Educativa
Gran Vía Escultor Salzillo, 32
30005 Murcia

Correo-e de contacto: crisrina.garcia8@carm.es

País Vasco

Programa de Auxiliares de Conversación
Departamento de Educación, Universidades e Investigación
C/ Donostia, nº 1
01010 Vitoria Gasteiz

Correo-e de contacto: huisen1@ej-gv.es y huisic05@ej-gv.es

La Rioja

Programa de Auxiliares de Conversación
Dirección General de Ordenación e Innovación Educativa
C/ Marqués de Murrieta, 76. Ala Oeste, 1ª planta
26071 Logroño

Correo-e de contacto: begona.aguirre@larioja.org

Valencia

Programa de Auxiliares de Conversación
Dirección General de Ordenación Académica y de Centros Docentes
Avenida Campanar, 32
46015 Valencia

Correo-e de contacto: medina_maribo@gva.es

5.2 Annex 2: US Visa Application

5.2.1 Instructions for Student Visa processing

LANGUAGE AND CULTURE ASSISTANTS IN SPAIN **updated -NOV-2011** VISA APPLICATION INSTRUCTIONS FOR US ASSISTANTS

If you have accepted the North American Language and Culture Assistants Grant for the 2012-13 Academic Year we wish you a most successful experience in Spain. Below you will find information about the steps you need to take before your departure for Spain:

You will be in Spain under a Long-Term National type Student Visa. This visa encompasses many subcategories. You will fill out the form for the National Visa and follow instructions for the National Visa – Long-Term Student Visa. You will be receiving a grant and your stay in Spain is considered a practicum, therefore a continuation of your higher education..

You cannot leave for Spain before obtaining a visa. You will need to apply for this visa within the next few weeks. You cannot process the visa in Spain

BEFORE STARTING YOUR VISA APPLICATION

To locate the specific Consulate General of Spain in the U.S., please go to the following weblink:

www.maec.es/SUBWEBS/EMBAJADAS/WASHINGTON/ES/MENUPPAL/SERVICIOSCONSULARES/Paginas/Direc.%20Serv.%20Consulares.aspx



Please loop up the web page of your corresponding Consulate General to get information about the documents you will need and start preparing them as soon as possible. The process may take up to 12 weeks. Please, find attached a compilation of consular information available on Students visas.

1. Before applying for the Long-Term National type Student visa you need to receive an **original acceptance letter** (Carta de nombramiento) issued by the Autonomous Community. Please remember that the state-side portion of the program or the Spanish consulates are not involved in the issuance of the letter, cannot rush it, nor affect any part of the process. This letter may be in the format of an email attachment, regular mail, or both. You will need to present this original at the Consulate. *Be sure to have*

*the original returned to you after applying for the visa. **THE ORIGINAL letter will be necessary later in Spain.***

In most cases you will need to apply for the visa IN PERSON at the Consulate that has jurisdiction over your residence - normally your home residence or from where your driver's license or ID has been issued.

2. In some cases you may need to schedule an appointment to apply for your visa. The appointments can be made by phone or online depending on the Consulate.

2.1 Visa applicants through the Consulate General of Spain in **MIAMI** (Florida, Georgia and South Carolina): The Education Office in Miami will contact you and give you specific instructions on how to process your visas. **DO NOT** contact or schedule an appointment with the Consulate General of Spain in Miami but wait for the Education Office to contact you.

2.2 Visa applicants through the Consulate General in **LOS ANGELES** and **SAN FRANCISCO** please log on to this web page:

www.educacion.gob.es/exterior/centros/losangeles/es/normativa/visado.shtml

3. When you schedule the appointment, please mention the following:

You will participate in the "Auxiliares norteamericanos del Ministerio de Educación de España" program.

You will be starting your assistantship during the last week of September or the first week of October.

4. Any questions regarding visa applications should be directed to your corresponding Consulate.

PLEASE, DO NOT PURCHASE ANY NON-REFUNDABLE, NON-CHANGEABLE PLANE TICKETS until you have your visa in hand

5.2.2 Required documents

Please check with your Consulate for specific document requirements as they may vary depending on the specific consulate. Below are general guidelines.

Please, find your consulate here:

www.maec.es/SUBWEBS/EMBAJADAS/WASHINGTON/ES/MENUPPAL/SERVICIOCONSULARES/Paginas/Direc.%20Serv.%20Consulares.aspx

Link to the National Visa application form:

www.maec.es/es/MenuPpal/Consulares/Formularios/Documents/2010Solicitud%20de%20visado%20nacional%20-%20EN.pdf

These are the general required documents but please check with your Consulate first:

- Passport. (Must be signed and valid for a minimum of three months beyond the expected day of return).
- Original and photocopy of your *Driver's License* or *state issued ID* and *student ID* if you have one.
- 3 recent and original passport photos on white background.
- The original letter from the Autonomous Community offering you a position in Spain. *This letter is EXTREMELY IMPORTANT as it contains information about your grant, the duration of your stay in Spain, the school where you will be placed with name, address, and phone number and about the insurance policy.
- A money order for the visa processing fee: US\$ 140 (for US citizens). Fee **must** be paid by money order, made payable to the Consulado General de España.
- Original medical certificate (please check with the Consulate about the specific content and translation requirements of this certificate) with the Apostille of the Hague: http://travel.state.gov/law/judicial/judicial_2545.html
- Original *State Police Background Check* (Certificate of Good Conduct *) Please, check with the Consulate about the translation requirements of this document and the need to have it certified with the Apostille of The Hague.*
- 3 National Visa application forms properly filled out.

Make sure to copy them before your appointment so that the ORIGINALS ARE RETURNED TO YOU.

* Arizona doesn't issue this document which has to be substituted by a FBI Background Check Report

5.2.3 Visa Application Form **Tips**

Item:	Description:	You write:
7.	Current nationality	USA or Canada
12.	Type of travel document	Check off "Ordinary passport"
20.	Main purpose of the journey	Check off "Studies"
21.	Intended date of arrival in Spain	01/09/2012 or other date you have planned
22.	Number of entries requested	Check off "Multiple entries"
23.	Applicant's address in Spain	Address of school or <i>Consejería</i> or <i>Junta</i> of your assigned region
24.	Residence for family reunion	Leave blank
25.	Residence for employee	Leave blank
26.	Data of the educational establishment or research centre. . .	Contact information for your school or <i>Consejería</i> or <i>Junta</i> of your assigned region
26. continued	Intended date of start of studies or research	01/09/2012 or otherwise specified by acceptance letter.
26. continued	Intended date of end of studies or research	30/06/2012 or otherwise specified by acceptance letter.
27.	Place and date	Your current city and state of residence and the date. Do not forget!
28.	Signature	Don't forget to sign!

DO NOT FORGET TO SIGN AND DATE THE APPLICATION!!!

UPON ARRIVAL IN SPAIN



The visa you will get is **ONLY VALID FOR 90 DAYS**. Within the first 30 days after your arrival in Spain you need to take this visa, your original acceptance letter, your original health certificate and the original police record to the closest police station or immigration office (Oficina de Extranjería) and request your temporary resident alien ID card and number (NIE -Número de Identificación de Extranjero). Please ask for assistance at your school or from your regional education officers in Spain.

This NIE will cover the full stay in the country. **APPLY FOR IT AS SOON AS YOU GET THERE**. It may take a few weeks to get an appointment. Do not let your visa expire or you will have to return to the USA or Canada and apply for a new one

5.2.4 Consulate General of Spain: Which Consulate do you belong to?

Lista de Cónsules y Consulados de España en los Estados Unidos (en español) Septiembre de 2011

Consulado General de España en Boston

31 St. James Avenue, Suite 905

Boston, MA. 02116

Tel. (617) 536-2506/2527

Fax: (617) 536-8512

E-mail: cog.boston@maec.es

Jurisdicción: Maine, Massachussets, New Hampshire, Rhode Island, Vermont.

Consulado General de España en Chicago

180 N. Michigan Ave., Suite 1500

Chicago, IL 60601

Tef. (312) 782-4588/4589

Fax: (312) 782-1635

E-mail: cgspain.chicago@mail.maec.es conspainchicago@sbcglobal.net

Jurisdicción: Illinois, Indiana, Iowa, Kansas, Nebraska, North Dakota, South Dakota, Ohio, Kentucky, Michigan, Minnesota, Missouri, Wisconsin.

Consulado General de España en Houston

1800 Bering Dr., Suite 660

Houston, TX 77057

Tel. (713) 783-6200/05/14

Fax: (713) 783-6166

E-mail: conspainhouston@mail.maec.es

Jurisdicción: New Mexico, Oklahoma, Texas, Alabama, Arkansas, Louisiana, Mississippi, Tennessee

Consulado General de España en Los Ángeles

5055 Wilshire Blvd., Suite 860

Los Angeles, CA 90036

Tel. (323) 938-0158/0166

Fax: (323) 938-2502

E-mail: cog.losangeles@maec.es

Jurisdicción: California (condados de Imperial, Kern, Los Angeles, Orange, Riverside, Bernardino, San Diego, San Luis Obispo, Barbara y Ventura), Arizona, Colorado, Utah.

Consulado General de España en Miami (OFFICIAL TRANSLATION REQUIRED FOR POLICE CHECKS)

2655 Le Jeune Rd., Suite 203
Coral Gables, FL 33134
Tel. (305) 446-5511/12/13
Fax: (305) 446-0585
E-mail: cog.miami@maec.es
Jurisdicción: Florida, South Carolina, Georgia

Consulado General de España en Nueva York

150 East 58th Street, 30 th & 31st Floors
New York, NY 10155
Tef. (212) 355-4080/81/82/85/90
Fax: (212) 644-3751
E-mail: cog.nuevayork@maec.es
Jurisdicción: New York, Connecticut, Delaware, Pennsylvania, New Jersey

Consulado General de España en San Francisco

1405 Sutter St.
San Francisco, CA 94109
Tel. (415) 922-2995/96
Fax: (415) 931-9706
E-mail: conspso@mail.maec.es
Jurisdicción: Alaska, California (salvo parte sur), Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Wyoming, posesiones estadounidenses en el Pacífico.

Consulado General de España en Washington DC

2375 Pennsylvania Ave., N.W.
Washington D.C. 20037
Tef. (202) 728-2330
Fax: (202) 728-2302
E-mail: cog.washington@maec.es
Jurisdicción: Maryland, Virginia, West Virginia, District of Columbia, North Carolina.

Consulado General de España en Puerto Rico

Edificio Mercantil Plaza, 11th.
Floor of 1101
Hato Rey - Puerto Rico 00919
Enviar correspondencia a:
Apartado Postal 9243
Santurce, PR 00908
Tef. (787) 758-6090/6142/6279
Fax: (787) 758-6948
E-mail: cgesp.pr@correo.maec.es
Jurisdicción: Puerto Rico, Islas de Culebra y Vieques, Islas Vírgenes.

5.3 Annex 3: Canadian Visa Application Instructions

CANADIAN ASSISTANTS **APPLICATION FOR STUDENT VISAS**

5.3.1 DOCUMENTATION:

To request a student visa, an applicant must submit the following documentation, **both original and a copy**:

- Valid passport with a minimum validity of 180 days prior to the arrival in Spain.
- A recent full-face photograph, Canadian passport size, in color, on a light, plain and uniform background, without dark glasses or any garment that may prevent from identification of the applicant.
- Proof of accommodation: Hotel reservation or confirmation letter from the Academic Institution indicating the conditions of the accommodation. Private housing must be accompanied by a letter of invitation issued by the owner.
- A medical certificate issued by the applicant's family doctor stating:
 - General health condition.
 - Absence of any psychological illness or mental disorders.
 - Absence of any infectious/contagious or parasitic diseases.
 - Absence of any drug addiction.
 - **¡New!** It must contain the following text: ***This medical certificate states that Mr./Ms. ... doesn't suffer from any of the illnesses which can seriously affect the public health according to the 2005 International Health Regulations.***
- Negative criminal record issued by the authorities of the country or countries where the applicant has resided in the past 5 years, including Canada.
- Acceptance letter from the "Comunidad Autónoma" in Spain
- Flight reservation. We advise not to buy the ticket until the visa has been issued.
- A completed and signed visa application form: [Visa application form.pdf](#)
- Payment of consular fees: CAD \$125.00. ONLY cash, money order or certified cheque payable to the Embassy of Spain will be accepted.

PROCESSING STUDENTS' VISAS CAN TAKE AT LEAST 45 DAYS.

5.3.2 APPLICATION:

Applicants should submit their visa application at the Consular Office or Consulate General corresponding to their province of residence:

- The consular jurisdiction of the [Spanish Embassy in Ottawa](#) includes only the National Capital Region (Ottawa and Gatineau).

Embajada de España
Departamento de Visados
74 Stanley Ave.
Ottawa, ON K1M 1P4
Tel.: 613- 747 2252 ext.1. Fax: (613) 744-1224
E-mail: emb.ottawa@mae.es

- The consular jurisdiction of the [Consulate General of Spain in Toronto](#) includes the provinces/territories of Alberta, British Columbia, Manitoba, Ontario (except Ottawa), Saskatchewan, Northwest Territories, Yukon and Nunavut.

Consulate General of Spain
2 Bloor Street East, Suite 1201
Toronto, Ontario M4W 1A8
Tel: 416 9771661. Fax: 416 5934949
E-mail: cog.toronto@mae.es

- The consular jurisdiction of the [Consulate General of Spain in Montreal](#) includes the provinces of Prince Edward Island, Nova Scotia, New Brunswick, Québec (except Gatineau), and Newfoundland and Labrador.

Consulate General of Spain
1, Westmount Square. Suite 1456
Montréal, Québec H3Z 2P9
Teléfono: 514 935 52 35. Fax: 514 935 46 55
Email: cog.montreal@maec.es

NB: Applicants residing in Ottawa or Gatineau, in Greater Toronto Area and vicinity or in Greater Montreal must apply in person at their respective Consular Offices or Consulate General. All other applicants may submit their application by mail. In this case, they should also provide a prepaid and self-addressed PRIORITY COURIER or XPRESSPOST envelope issued only by CANADA POST, for their documents to be returned.

UPON ARRIVAL IN SPAIN

The visa you will get is **ONLY VALID FOR 90 DAYS**. Within the first 30 days after your arrival in Spain you need to take this visa, your original acceptance letter, your original health certificate and the original police record to the closest police station or immigration office (Oficina de Extranjería) and request your temporary resident alien ID card and number (NIE -Número de Identificación de Extranjero). Please ask for assistance at your school or from your regional education officers in Spain.

This NIE will cover the full stay in the country. **APPLY FOR IT AS SOON AS YOU GET THERE.** It may take a few weeks to get an appointment. Do not let your visa expire or you will have to return to the USA or Canada and apply for a new one.

5.4 Annex 4: NIE Application

www.mir.es/SGCAVT/modelos/extranjeria/modelos_extranje/ex_14.pdf

5.5 Annex 5: Residence Application

www.mir.es/SGCAVT/modelos/extranjeria/modelos_extranje/ex_15.pdf

5.6 Annex 6: Glossary of Terms: Profex statuses

GLOSSARY

Status in chronological order:

Pendiente de destino: destination not chosen on application. One must still choose 3 regional preferences.

Borrador: Draft application, NOT SUBMITTED

Inscrita: ONLINE APPLICATION SUBMITTED

Registrada: Paper application registered, has no real significance in the process.

Admitida: Application complete, application has been processed and has all required hard copy documents, eligible for assignment.

Adjudicada: Assigned. A regional placement offer has been assigned and made to the candidate.

Reserva: Reserve, wait list. The auxiliares norteamericanos program does not make use of this status; rather your application will stay in “admitida” status until we reach your application number.

Aceptada: Placement offer has been accepted by the candidate. The candidate has committed to participating for that region.

Renuncia: Decline of placement offer. The candidate is no longer eligible for any placement for the upcoming academic year.

Sin plaza: No placement. Not used.

Excluida: 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.

Excluida global: Excluded from all vacancies for any programs offered that term.

Registro excluido: application excluded.

5.7 Annex 7: Organization of the Program by Office

Education Office, Washington, D.C.

- Assignment of REGIONAL placement
- Receives applications from corresponding states
- May contact your region via Madrid if your acceptance letter is exceptionally late in arriving to you
- General coordination of program from United States

Education Offices Los Angeles, Miami, New York City, Ottawa, Canada

- Receives applications from corresponding states

Ministry of Education, Madrid, Spain

- Intermediary between the D.C. office and the regional directors
- Receives applications for renewal candidates wishing to change regions
- Processes rejected placements and communicates new vacancies to the D.C. office
- General coordination of the program from Spain, regional directors, problem solving and disciplinary action

Junta or Consejería de Educación, Region X (i.e. Andalucía, Madrid, La Rioja)

- Assigns city and school placement
- Receives applications for renewal candidates wishing to remain in the same region
- Coordination of orientation
- Determines number of assistants needed, disciplinary action, recommendation letters

*CIEE candidates wishing to stay for a second year should send their application materials to the office that corresponds to their U.S. state of residence or to Ottawa if they are Canadian

*The Consulates are part of the Ministry of Foreign Affairs and do not work directly with us.

5.8 Annex 8: Memorandum of Understanding between the New York State Department of Education and The Ministry of Education of the Kingdom of Spain

El/la abajo firmante, Don/Doña, ciudadano/a del Estado de Nueva York, declara que, de ser seleccionado/a para participar en uno de los programas desarrollados en escuelas públicas españolas, cumplirá la normativa española de confidencialidad, seguridad de los datos de sus alumnos y de sus evaluaciones, así como de cualquier otra información o documentación protegida por la ley.

Lo que se firma a los efectos del cumplimiento de lo dispuesto en el párrafo II.3.4 del Memorando de Entendimiento entre el Departamento de Educación del Estado de Nueva York y el Ministerio de Educación del Reino de España.

En Nueva York, a ___ de ____ de 201__.

Firma: _____

Nombre completo: _____

The undersigned Mr/Ms, citizen of New York State, hereby declares that if being appointed to take part in one of the programs developed in Spanish public schools will comply with all applicable Spanish laws and regulations, including those of confidentiality and security of student data and their assessment and other information or documents protected by law.

This is signed in compliance with Paragraph II.3.4 of the Memorandum of Understanding between the New York State Department of Education and The Ministry of Education of the Kingdom of Spain.

New York, ___ day of _____, 201__.

Signature: _____

Printed name: _____

5.9 Annex 9: Testimonials and other links

The Pueblo Series:

www.pueblotheseries.com

YouTube:

www.youtube.com/watch?v=xoWTig68tn4&hd=1 (General)

www.youtube.com/watch?v=pwn-xkr5ia4 (Extremadura)

Testimonios:

www.educacion.gob.es/exteriores/centros/losangeles/es/actividades/Testimonios-SeminarioAACC-09-09-11.pdf

www.rtve.es/alcanta/videos/destino-espana/destino-espana-cantabria-iii-alissa/1084130