



APPLICATION GUIDELINES

SCHOOL YEAR 2021-2022

North American Language and Culture

Assistants Program in Spain

NALCAP



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1. The Language and Culture Assistants Program

The North American Language and Culture Assistants Program (NALCAP) is an initiative of the Ministry of Education and Vocational Training. The goal of the program is to bring native-like speakers of English and French (Canada) into every language classroom in Spain. To this end, the program provides grants for American and Canadian college students and graduates, majoring in any subject, the opportunity of becoming teaching assistants to foreign language teachers in Spain and at the same time learning about the culture and language of Spain. Because teaching assistants will be linguistic role models to Spanish students in each and every classroom in Spain, they must have a native-like language level in English or French (Canada) as their language.

Assistants will spend a school year in Spain, from the beginning of October 1 through May 31 depending on the region of Spain where they have been assigned. The grant requires language assistants to teach 12 to 16 class periods per week. Specific dates and hours will be specified in the *Letter of Acceptance* that will be sent to the selected candidate.

Preferred placements in different Spanish regions may be requested on your application. Applicants will select three preferred regional destinations. The Ministry of Education and Vocational Training will try to accommodate your preference, but it cannot be guaranteed.

Language assistants will receive a monthly stipend of 700 to 1,000 euros and medical insurance coverage, both depending on the region of Spain where you are assigned. Pre-existing conditions are not covered, and in such cases additional insurance coverage is recommended. Participants are responsible for their travel costs to and from the U.S. or Canada.

Language assistants may participate in the program for a second or third year. Renewals are only possible if the assistant receives a positive reference letter from their school. We suggest consulting with your regional education office for specific information.



Before starting your assignment, you will need to attend an orientation course scheduled by your regional education office in Spain (*Consejería de Educación*). Your contact person at your school will be able to give you more information about this orientation course. Attendance is required, as specific program information to that region will be presented.

At the end of the program, you will receive a certificate of participation. Bear in mind that only your school or regional education office can issue this certificate or be able to write you a recommendation. The Embassy of Spain in the US and in Canada is not able to provide this service.

Please read these application guidelines carefully. You will find answers to most questions. After reading these guidelines and the FAQs that you will find on our [website](#), if you still have any concerns about any aspect of the program, please send us an email with your question to norteamericanos@educacion.gob.es

1.1. Eligibility criteria: Who can participate in NALCAP?

Applicants will qualify for the program when meeting the following criteria:

- Have a U.S. or Canadian passport.
- Have earned a BA or BS degree or be enrolled as a junior or a senior in a BA or BS program. Applicants can also have an Associate Degree or be a community college student in their last semester of studies.
- Be a native-like speaker of English or French (Canada).
- Be in good physical and mental health. You will need to submit a medical certificate written by your doctor when applying for a visa stating this that you are indeed in good physical and mental health.
- Have a clean background check. It will have to be submitted when applying for a visa.
- Be aged 18-60.
- Have a basic level of Spanish for your personal daily life and needs in Spain. In class, you will only be speaking English or French (the latter only Canadian citizens).
- Grant recipients are requested to be responsible, open-minded and have a flexible attitude since they will be assigned to classrooms in Spain. Language assistants must be open to new ideas and cultures.



1.2. Roles and responsibilities

Your role is to encourage students of all ages in Spain to broaden their knowledge of **your** language and culture. At your school, you will be preparing activities that focus on language and culture, such as listening and speaking activities. You may also be asked to lead class sessions with smaller groups of students. You will need to fulfill your tasks in a responsible manner. Please note that you may be removed from the position due to disciplinary or performance issues. A strong performance will allow you to receive a positive reference letter for the future, in addition to making the most out of your experience. You are encouraged to be conscientious and aware of the standards and rules set forth by the program and your school. You must be open to forming healthy working relationships with teachers and other members of the staff.

1.3. Application dates and deadlines

The online application period runs from **January 27th at 12 am through April 6th, 2021 at 11:59 pm** (local Madrid, Spain time). Applicants must submit their applications electronically on PROFEX by this deadline.

Please note that you may not receive notice about a regional placement or waitlist status right away. You will be contacted regarding application updates, placements, and wait list status via email. Please see our timeline for reference.

2. Registration and application process

2.1. A quick note about PROFEX

The whole application will be processed through our online portal called PROFEX. You may complete the curriculum vitae/resume part before the application period begins, **but applications may only be submitted when the application period is open**. If you applied last year, you may reuse your PROFEX account (username and password). You will, however, need to submit a new application with updated paperwork.

Step by step information on submitting your application is available in the *How-To-Navigate-PROFEX Handbook*, found on our [website](#)



2.2. Important information on submitting your application

Please review each of the following informational materials before submitting your application:

1. Application guidelines (this document)
2. How-to-Navigate-PROFEX Handbook + videos
3. Letter of recommendation guidelines
4. FAQs
5. Checklist (Please note that this is also a required document and must be uploaded when submitting your application)

2.3. Application steps

Getting started

- a. Make sure you meet all the requirements (see 1.1.)
- b. Review the checklist and start gathering all necessary documents before applications open, if possible. It will take time to apply for or renew a passport or request a letter of recommendation or a transcript.
- c. Please note that applications will be different if you are a renewal applicant of a first-time one:

Renewal candidates already in Spain under the Ministry of Education program (NALCAP). Please consult with your regional coordinators in Spain (check contacts on our [website](#)). Paperwork will only go to their regional office in Spain (for those assistants who remain in the same region), or to the Ministry of Education auxiliares.extra@educacion.gob.es (for those who want to switch regions). Please note that for any renewal:

- The application must be accompanied by a positive reference letter from your current school.
- The renewal candidate must have completed the entire period of their assignment during the current school year.

CIEE, Fulbright, or candidates from other programs who would like to stay in Spain another year and participate in NALCAP are considered **new, first time applicants** to our program. **Please note that you are not considered renewals.**



Applying

BEFORE THE APPLICATION OPENS

Step 1: Create a username and password on PROFEX in order to log into the portal. **Use your passport number as your username.** If you have previously applied, you may use the same username and password to log in.

Please follow the *How-to-Navigate-PROFEX handbook* and *Video #1 “How to register and create your profile on PROFEX”* on our [website](#).

Step 2: Complete the *Curriculum vitae/resume* section. Please note that only 3 sections **are required to be completed:** *Datos Personales, Dirección Permanente and Formación Académica*. **The other sections are optional.**

ONCE THE APPLICATION IS OPEN

Step 3: Fill out the NALCAP application on PROFEX. Make sure to upload all the required documents, choose your regions of preference and write in all the needed information. If you submit your application but do not upload all the required documents, your application will not be processed when reviewed, resulting in delays that could prevent a successful participation in the selection process.

Please follow the *How-to-Navigate-PROFEX handbook* and *Video #2 How to fill out your application* found on our [website](#).

Step 4: Review the checklist, check off the box when you have uploaded that particular document and don't forget to **upload your Checklist** as well to the “Documentos Anexos” section under Curriculum on PROFEX. The Checklist is the only required document to be uploaded to a different section.

Step 5: Submit your application.

The next steps may take a considerable amount of time. We ask for your patience. TIA!

Step 6: Wait for an email that confirms your *Admitida* status. This means that your application has been reviewed and approved. You now qualify to receive a regional placement.



Step 7: You receive an email that you have been assigned to a certain region in Spain. You have **5 days to accept/decline the position**. You must accept/decline on PROFEX. If you decline the position, you will not be assigned another position for the 2021-2022 school year.

See 2.6 in these guidelines for how to accept or decline a position on PROFEX.

Step 8: If you have accepted the regional placement, an email will be sent just to confirm your acceptance.

Step 9: Starting around **late May and through August**, regional education offices in Spain will begin to send out the **Letters of Acceptance**. This letter is of the utmost importance. On it you will receive all the pertinent information concerning your assignment. In addition, you will need it to apply for a visa before leaving the U.S or Canada and then for a residency card once you have arrived in Spain.

Step 10: Apply for a visa **AS SOON AS YOU RECEIVE YOUR ACCEPTANCE LETTER**. Start gathering all the necessary paperwork for the visa application. Documents such as background checks may take many weeks to process. Please do not purchase your airline tickets until your visa has been issued and is in your custody.

2.4 Required documents to be electronically filed on PROFEX.

1. A **signed and dated Checklist**. Check off the boxes as you upload the documents to PROFEX. Then upload the checklist onto *Documentos Anexos* which is under *the Curriculum section* on PROFEX.
2. A copy of the main page of your valid US or Canadian **passport**. (see RECAP for picture of page)
3. An **official** college transcript or a copy of your diploma(s).
4. A **Statement of Purpose** explaining why you would like to participate in the program with the following requirements:
 - It must not be longer than 250-300 words and must be signed and dated by you.
 - It must be written in **English** (for U.S. applicants), or **English or French** (for Canadian applicants), even though PROFEX may ask you to write it in Spanish. You must also state that either English or French is your native-like language. (If you are a native-like speaker rather than a native speaker, please explain. For example, I was born in Colombia but moved to the States when I was 10 years old).
 - Explain why you would like to be a language and culture assistant in Spain.
 - It needs to be addressed to the Ministry of Education of Spain.



5. **A letter of recommendation** from a college professor/instructor/employer with the following **requirements**:

- Be on the **organization's official letterhead** stationery
- Include the writer's **name, job title, and contact information**
- Explain **how the writer knows the applicant and for how long**
- Assess **the applicant's qualifications and qualities** towards their success in the program
- Have a **final statement** where the writer speaks to the applicant's ability to be a language assistant in Spain
- Be **no more than 1 page** in length
- Be dated **no earlier than September 1, 2020**
- Be **addressed** to the Ministry of Education of Spain
- Be **signed and dated** by the writer

Please see the *Letter of Recommendation Guidelines* on our [website](#).

6. **Only in the case that you may hold dual citizenship** for a country belonging to the European Union and in addition to your U.S. or Canadian citizenship, or if you already have a residence card (TIE).

- A medical certificate. The medical certificate needs to be on a doctor's letterhead and on a standard sized paper. The certificate must verify that you are free of drug addiction and are in good mental and physical condition and have no limitations that would impair your ability to be in a classroom.
- A background check. You will need to request a police background check in our country of origin and present it upon arrival at your assigned school in Spain.

ALL DOCUMENTS NEED TO BE UPLOADED IN PDF format.

Make sure to delete the application if you do not wish to continue with one you have started. An unfinished application will create confusion on the portal, such as generating different application numbers. **You can delete an uncompleted application yourself, clicking on BORRAR.**

To delete a completed and submitted application, you must contact the tech issues email address listed on our website. Send them the application number and ask them to delete the application.

We kindly ask you to avoid emailing us just to check if your application has been received. Your application will be reviewed and if the application needs to be corrected or completed in any way, you will be contacted via email.

Once your application changes to the status of *Admitida* on PROFEX, you will be notified via email. Please check your status regularly on PROFEX, as well as your junk mail folder just in case. *Admitida* means that your application has been reviewed. You are then ready to receive an assignment. Please note that this will take a considerable amount of time.



2.5. Selection and regional placement process

- Assignments are given on a *first-come, first-served* basis according to your application number. You are therefore advised not to submit your application until you have uploaded all the necessary documents.
- Once each application is submitted electronically, it is given an application number (ex. 21_1AX000423) and its status will be *Inscrita*.
- Your application will then be checked just to establish if all the necessary documents have been uploaded. If something is missing or does not meet the requirements, you will be notified by a reviewer via email. Your status is now *Registrada*.
- *Admitida* means that your application has been completely reviewed and you are all set. You now qualify to receive a regional placement. Depending on the regions you applied to and your application number, you may be placed on a waiting list.
- Not everyone may get placed in their region of first choice. Please know that every effort is made to give you one of your regional preferences or at least a region close to one of those preferences. If you decide not to accept the grant for your assigned region, your placement will be given to someone on the waiting list.
- You may only express your preference for a region, not for a specific city or school.
- Please be aware that no changes in your regional preference order will be possible after you have submitted your application. If you would like to change your region of preference once you have submitted your application, your only option is to delete your first application, and complete a new one. Keep in mind that this means that you will lose your first application number and thus, that earlier position for assignments.
- To delete a submitted application, please contact profex.soporte@educacion.gob.es Send them the application number you would like to delete and ask them to delete it.
- The regional education offices in Spain (e.g.: *Junta de Andalucía, Junta de Castilla La Mancha, Comunidad de Madrid* ...) will assign you a location and a school after you have accepted the regional placement offer. Kindly note that our offices in the U.S. and Canada do not make any decisions in this regard.



- If you wish to participate in the program with a family member or significant other or friend, please make sure that you are both applying at the same time, expressing your preferences for the same region, and including a note on your application form explaining that you are applying together and including the full name of the other person. Please note that while every effort is made to accommodate this preference, there are no guarantees.
- If your significant other is planning to join you for your stay in Spain but is not applying for a grant, they are eligible for a visa but not medical insurance coverage. In addition, they are not allowed to work in Spain.

2.6 How to accept or decline your regional placement.

Recipients **MUST** accept or decline an assignment **within five days** of receiving their placement notification email. If you do not reply to the email or if you choose to decline the offer, you will be automatically withdrawn and not be considered for any other placement for the upcoming school year. We urge you to check your junk mail folder often to avoid missing this deadline.

Follow these steps to accept or decline your position:

- Log in to your account.
- Click on *Acceso*. In the left-hand menu click *Auxiliares de Conversación*.
- Then click on *Gestión solicitudes*.
- Click on *Aceptación y renuncia candidatos*.
- In the drop-down menu, make sure to select *Auxiliares extranjeros en España 2021/Language Assistants*. Please do not confuse this with the option *2021 Auxiliares de Conversación españoles en el extranjero* **which is a totally different program**.
- Click *Buscar*. Your name should appear with an option to accept: *Aceptación*.

Candidates should not decline an offer once it has been accepted. If you withdraw, your assigned school may not be able to host another grant recipient. In case of an emergency or extenuating circumstance, recipients must contact renuncias.auxnort@educacion.gob.es **as well as their assigned school and their regional education office**.



2.7 Letter of Acceptance

Each regional education office sends out the *Letter of Acceptance* to each grant recipient. This letter is extremely important as it provides key information such as:

- 1) health insurance
- 2) stipend amount
- 3) school and location information
- 4) program start and end dates

All this information is required for your visa application. The letter, in itself, is a requisite for your student visa. Some regional educational offices are timely in the mailing the *Letter of Acceptance*, whereas some others may take longer. This process may begin in mid/late May and continue through August. Please be patient and check your junk mail folder regularly.

For contact information for each regional education office, check our [website](#) or ask your school in Spain.

Specific information for candidates placed in the *Comunidad de Madrid*.

The *Letter of Acceptance* will be available for download on [AuxMadrid](#)

Make sure you select the tab labelled *AUXILIAR*.

Please access this portal with the email address that you used on your application. It is your username, and you will need to set a password. You will receive a link that gives you access to AuxMadrid, and from there you can download your *Letter of Acceptance*.

3. Applying for a Visa

Visa applications are consular matters. Only the Consulates General of Spain in the U.S. or Canada have the authorization to handle visa applications. Candidates who have been assigned a school in Spain must apply for a student visa in order to travel to Spain. Once issued, the visa will be valid for 90 days. After arriving in Spain, candidates must apply for their TIE card (*Tarjeta de Identidad de Extranjero*) within a month at the latest. The TIE, an ID card and residency permit, will have an assigned number, personal information, and your photo. Please note that you have to apply for your visa in the U.S./Canada and that you can only apply for the TIE once you are in Spain.



Updated information regarding visa requirements from the Consulates General of Spain, will be posted on our [website](#) usually by April. This information will guide you through the visa application process.

If you have a passport issued by a country in the European Union, in addition to your U.S. or Canadian passport, you do not need a visa. However, as mentioned previously in these guidelines, you are required to present a medical certificate with your application and request a police background check before leaving your country of origin. Please upload the medical certificate to the *Documentos Anexos* section under Curriculum.

The background check needs to be presented upon arrival at your assigned school.



4. Glossary of PROFEX terminology

Your status on PROFEX in **chronological order**:

Status	Description
<i>Pendiente de destino</i>	Regional preferences have not been selected on your application. You must choose 3 regional preferences.
<i>Borrador</i>	Application in progress, not submitted by the applicant.
<i>Inscrita</i>	Application has been electronically submitted. You receive an application number.
<i>Registrada</i>	Your application is being checked just to establish if all the necessary documents have been uploaded. Application registered on PROFEX.
<i>Admitida</i>	Application has been completely reviewed. The application has been processed and all the correct documents have been submitted. Your application is officially confirmed and now eligible for assignment.
<i>Adjudicada</i>	Assigned. A regional placement offer has been assigned and extended to the candidate.
<i>(Reserva)</i>	(Not applicable to the NALCAP program)
<i>Aceptada</i>	Placement has been accepted by the recipient. The recipient has agreed to participate in the program in their assigned region of Spain.
<i>Renuncia</i>	Placement has been declined. The candidate is no longer eligible for any placement for the next school year that starts in September 2021.
<i>Sin plaza</i>	No placement.
<i>Excluida</i>	Excluded. Occasionally used to remove an application from the program. Used if the candidate no longer wishes to be considered before assignments have been made. Also used when the candidate has filled out the wrong application form, for instance as a new candidate instead of a renewal.
<i>Excluida global</i>	Excluded from all vacancies for any programs offered that year.
<i>Registro excluido</i>	Application excluded.



5. Map of Spain

This is a map of Spain divided into its 17 regions (Comunidades Autonomas). It is important to note that some of the regions in Spain, such as *Cataluña*, *Valencia*, *Baleares*, *Galicia*, *País Vasco*, and *Navarra* have two official languages. So, keep in mind that you will come across the use of both languages – Spanish and the regional language – both at your school and in your everyday life in these regions.





6. IMPORTANT INFORMATION. PLEASE READ CAREFULLY.

DATA PROTECTION

The Ministry of Education of Spain will use the information you provide on your application form solely for the purpose of reviewing your application and, if you are accepted into the program, for the handling of your participation in NALCAP. We may share your information with collaborating institutions, government departments, and other third parties involved in the program.

BE AWARE OF POSSIBLE SCAMS

The Ministry of Education and Vocational Training of Spain reminds candidates that **registration for the program is FREE**. We will never ask for any type of payment via email or any other means.

We also ask you to be aware that we will never ask for or require any financial information concerning credit or debit cards and/or bank access codes.

Please remember that all the email addresses that belong to the Ministry of Education of Spain end with the domain **@educacion.gob.es**

PLEASE NOTE

The Education Office of the Embassy of Spain in the U.S. and in Canada is exclusively responsible for the promotion of the official program in these two countries and for providing general information concerning the program, as well as assistance during the application process. Once you have received your Letter of Acceptance, meaning you have received an assignment from the Ministry of Education or a regional education office in Spain, all further information concerning your assignment and experience in the program needs to be handled by these offices in Spain. Only your regional education office in Spain will be able to assist you with any issues or concerns. As much as we would like to help, once assigned to a certain school/region we are limited in our reach.

We sincerely wish you a wonderful experience in Spain.