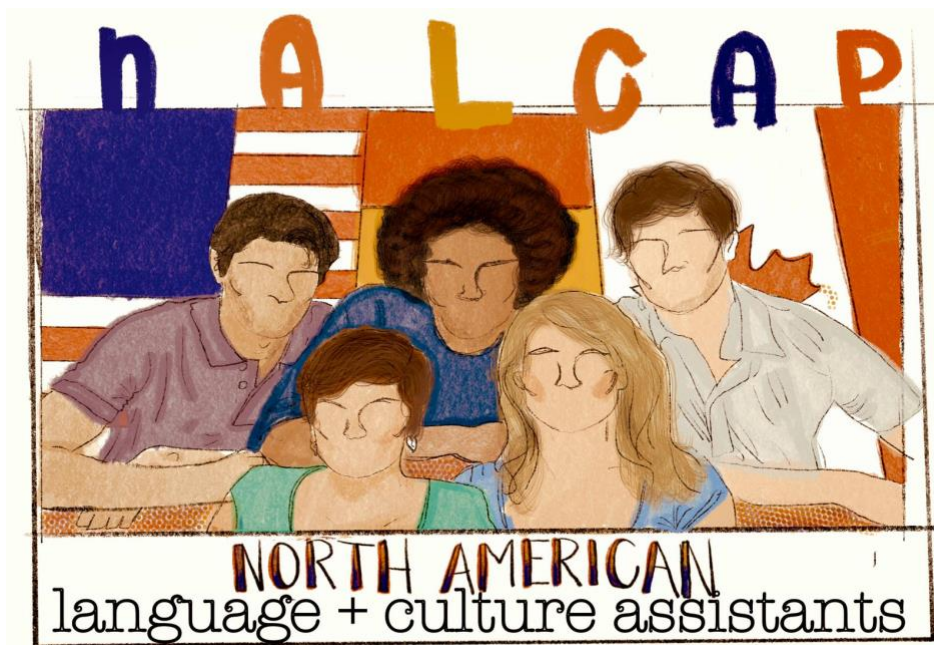


North American Language and Culture Assistants Program in Spain

Application guidelines School year 2022-2023



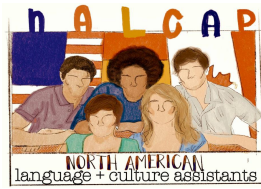
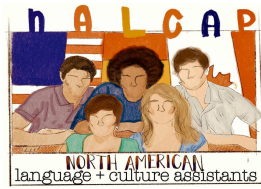


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1. NALCAP

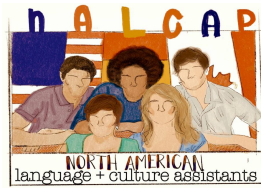
The North American Language and Culture Assistants Program (NALCAP) is a public diplomacy initiative of the Ministry of Education and Vocational Training. The goal of the program is to bring native-like speakers of English into every language classroom in Spain to advance language skills and bring about cultural awareness that leads to mutual understanding. To this end, the program awards grants to American college students and graduates, majoring in any subject, that provide the opportunity of becoming language assistants, while at the same time learning about the culture and language of Spain.

Language assistants will be linguistic role models to Spanish students, therefore a native-like language level in English is a requisite. Positions run from October 1st through May 31st or June 30th, depending on the region of Spain where you have been assigned. The award grant requires language assistants to teach 12 to 16 class periods per week, also depending on the assigned region of Spain. The specific program dates and class periods will be stated in the *Letter of Acceptance* sent to the selected award recipients. Also contingent on the assigned region, selected language assistants will receive a monthly stipend of 700 to 1,000 euros. Medical insurance coverage is offered to all recipients. Pre-existing conditions are not covered, and in such cases, additional insurance coverage is recommended. Participants are responsible for their travel expenses to and from the United States and for housing in Spain.

Preferred placements in different Spanish regions may be requested on your application. The Ministry of Education and Vocational Training will try to accommodate your preference, but unfortunately, placements cannot be guaranteed. We are looking for broad minded and tolerant individuals who are open to being placed anywhere in Spain. The Ministry strives to achieve expansive institutional and geographic distribution in placements.

Before starting your assignment, you will need to attend an orientation course scheduled by your regional education office in Spain (Consejería de Educación). Attendance is mandatory, as program requirements and information specific to that region will be presented.

Upon completion of the program, you will receive a certificate of participation. 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 U.S. is unfortunately, unable to provide this service.



Language assistants may renew in the program for more than one school year depending on each regional education office protocol, as well as that of the Ministry of Education. Renewals are only possible if the assistant receives positive feedback from their assigned school. Please consult with your regional education office for specific information on renewing around the month of January.

Read these application guidelines carefully, as well as the FAQs on our website. You will find answers to most of your questions. If you still have any further concerns about any aspect of the program, please send us an email with your question to nalcap@educacion.gob.es

1.1 ELIGIBILITY: WHO CAN PARTICIPATE IN NALCAP?

Applicants qualify for the program if they meet the following requirements:

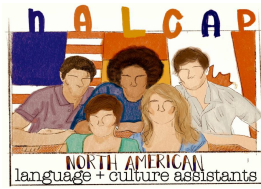
- Be a U.S. citizen and have a valid U.S. passport
- Have a conferred BA or BS degree or be enrolled as a sophomore, junior or a senior in a BA or BS program.
- Have an associate degree or be a community college student in your last semester
- Be a native-like speaker of English
- Be in good physical and mental health (Required when applying for your visa)
- Have a clean background check (Required when applying for a visa)
- Aged between 18-60

You must be at least 18 years old as of January 1, 2022, and not be over 60 on January 1, 2023, to participate in the program.

Age ranges have been designated according to educator labor regulations in Spain.

It is recommended that participants in the program have a basic level of Spanish for daily life and needs in Spain. At your school and in the classroom, the majority of your time will be spent speaking in English.

Grant recipients are requested to be responsible, open-minded and have a flexible attitude, as well as being open to new ideas and cultures. These qualifications are necessary as recipients will have a direct impact on the education of students in Spain.



1.2 ROLES AND RESPONSIBILITIES

NALCAP falls under the category of public diplomacy programs. As a language assistant, you are fulfilling the role of a cultural ambassador through the promotion of English language learning and mutual understanding through cultural exchange. As such, your role is to encourage students of all ages in Spain to broaden their knowledge of your language and culture.

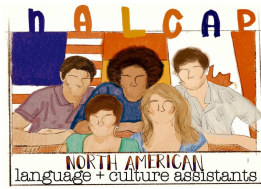
At your school, you will be preparing activities on language and culture with that focus in mind. You will be asked to work on listening and speaking activities, as well as preparing cultural presentations. You may also be asked to lead class sessions with smaller groups of students.

It is important that you comply with your schedule in a responsible manner. A strong performance will provide you with 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 should strive to form healthy working relationships with teachers and other members of the school staff. Please note that you may be removed from the position due to disciplinary or performance issues.

1.3 APPLICATION PERIOD DATES

The online application period runs from **February 1st at 12 am through April 7th, 2022, at 2 pm** (local Madrid, Spain time). Applicants must submit their applications electronically on PROFEX by this deadline.

Please be aware that the process is lengthy. You may not receive updates of your PROFEX status or about a regional placement right away. You will be contacted regarding application updates and placements via email. Please see our timeline for reference.



2. THE APPLICATION PROCESS

2.1 THE PROFEX PORTAL

Applications are processed and reviewed on the Ministry of Education's 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 resubmit all the required documents for a new application.

Step by step information on navigating the PROFEX portal is available in [the PROFEX Handbook](#) found on [our website](#) along with instructional videos.

2.2 INFORMATIONAL GUIDELINES, HANDBOOKS AND VIDEOS

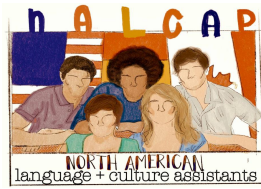
Please read/review each of the following informational materials to guide you through the application process. You can find them on [our website](#).

1. Application guidelines (this document)
2. PROFEX Handbook + videos
3. FAQs
4. Recommendation letter guidelines for the writer

2.3 APPLICATION STEPS

Before you start preparing your application:

- Make sure you meet all the requirements before starting your application. (See 1.1.)
- Start gathering all the necessary documents before applications open. Note that it will take time to apply for or renew your passport, request a letter of recommendation and a transcript.
- Please note that applications will be different if you are a first-time or renewal applicant.



First-time applicants. Please follow all the information in these guidelines.

Renewal candidates. If you are currently a language assistant in Spain under the Ministry of Education program (NALCAP) and would like to continue in the program:

Please consult with your regional education office in Spain – contact email addresses on **our website** for those renewals who would like to remain in the same region of Spain. For those renewals who would like to transfer to a different region, please contact the Ministry of Education at this email address auxiliares.extra@educacion.gob.es 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.

Note: CIEE, Fulbright, or candidates from other programs who would like to stay in Spain a second year and participate in NALCAP are considered new, first-time applicants to our program. Please be aware that you are not considered renewals.

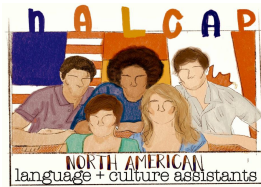
Follow the steps below to complete your application successfully. Make use of these guidelines, as well as the PROFEX Handbook.

BEFORE THE APPLICATION PROCESS OPENS

Step 1: Apply for or renew your passport if needed. Passports must have at least a one-year validity when applying for your visa in the summer of 2022. Note that processing times can be lengthy.

Step 2: Request your college transcripts if you have not yet graduated or make a copy of your diploma for your application.

Step 3: Ask a college professor or employer for a letter of recommendation dated no earlier than September 1, 2021.



Step 4: Research which regions of Spain you would like to select as preferred placements on your application. Please keep in mind that neither placement types (cities or towns) nor regions are guaranteed. We ask you to keep an open mind as all placements have valuable experiences to offer.

Step 5: Create a PROFEX account. **Use your passport number as your username.** Select a password to log into the portal.

Please view Video #1 “How to register and create your profile on PROFEX” on our **website** and also follow **the PROFEX handbook** which provides step by step instructions.

If you have previously applied, use the same username and password to log in.

Step 6: Complete the Curriculum vitae/resume section.

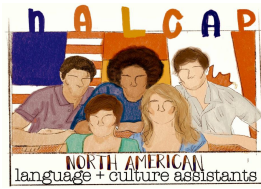
Please note that only the *Datos Personales*, *Dirección Permanente* and *Formación Académica* sections are required to be completed. The others are to be left blank and will have NO influence on your application. Follow the steps in **the PROFEX Handbook**.

ONCE THE APPLICATION PROCESS IS OPEN

Step 7: Fill out the online NALCAP application on PROFEX. Make sure to upload all the required documents, choose your preferred regions (called Comunidades Autónomas) 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 view Video #2 “How to fill out your application” on our **website** to help you with this step. Also follow **the PROFEX handbook** that offers step by step instructions.

Step 8: Select a Consulate General of Spain office. When applying you will be asked to select a consulate. This question is solely for organizational purposes for consulate offices and is important to avoid delays in visa issuing come the summer. Please note that it does not mean that you can choose any consulate that you prefer. You must be a resident or student of a certain State and have a driver’s license, State ID or student ID from the area that corresponds to your local consulate. See our ***How to apply for a Visa: Guidelines for American citizens*** on our website for a map of consular offices in the U.S. and their corresponding jurisdictions.



Step 9: Submit your application. Make sure you get an **INSCRITA** status and not **BORRADOR**. *Borrador* means *draft* and as such, it means that your app **has not** been submitted. Only **INSCRITA** status confirms that you have submitted your NALCAP application, and this is the PROFEX status you should have once you have submitted your application.

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

Step 10: Wait for an email that states that your PROFEX status has changed to **ADMITIDA**. This means that your application has been reviewed and approved. You now qualify to receive a regional placement.

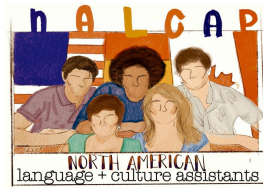
Step 11: You receive an email that you have been assigned to a certain region in Spain. **You have 3 days to accept/decline the position.** You must accept/decline on PROFEX. Note that if you decline the position, you will not be assigned another position for the 2022-2023 school year.

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

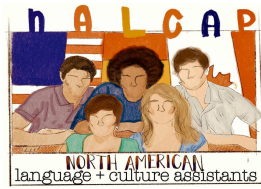
Step 12: Once you accept the regional placement, you should receive an email that confirms that you have accepted the placement. Your status on PROFEX should be **PLAZA ACEPTADA**.

Step 13: Now that you have a **PLAZA ACEPTADA** status and never before April 15th, you may begin to request your background check for your visa application. Some of the American offices that issue this document may experience delays in issuing this document, as well as the subsequent apostille certification and the official translation. Note that Spanish consulates will not accept background checks with a validity over 3 months when submitting your visa application, so you will have to consider the possible request and issuing dates to make sure you meet the requirements for all of the offices involved in the process.

Step 14: Starting around **late May**, regional education offices in Spain will begin to send out the **Letters of Acceptance**. This letter is of the utmost importance. All the pertinent information concerning your assignment can be found on it. In addition, you will need the letter to apply for a visa before leaving the U.S and then for a residency card (TIE) once you have arrived in Spain.



Step 15: Schedule an appointment to submit your visa application **AS SOON AS YOU RECEIVE YOUR LETTER OF ACCEPTANCE**. Since you have already requested your background check, begin to gather the other paperwork. Please do not purchase airline tickets until your visa has been issued and is in your custody.



2.4 REQUIRED DOCUMENTS

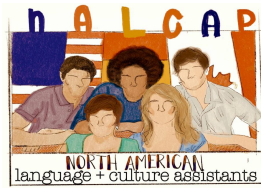
There are only 4 required documents. You must upload them to the portal in PDF format.

1. A copy of the main page of your valid **U.S. passport**. (See RECAP for picture of page)
2. An **official** college transcript or a copy of your diploma(s).
3. A **signed Statement of Purpose** explaining why you would like to participate in the program with the following requirements:
 - ✓ Not be longer than 250-300 words
 - ✓ Written in English
 - ✓ Addressed to the Ministry of Education of Spain
 - ✓ Stating that you are a native-like speaker of English
 - ✓ Explaining why you would like to participate in NALCAP
 - ✓ **Signed and dated by you**. Digital signatures are accepted

Note that your signature on this statement is an application requisite.

4. A **letter of recommendation** from a college professor/instructor/employer with the following requirements:
 - ✓ Be on an **organization's official letterhead**
 - ✓ 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 NALCAP
 - ✓ Have a **final statement** where the writer speaks to the applicant's ability to be a language assistant in Spain
 - ✓ Be **written in English**
 - ✓ Be **no more than 1 page** in length
 - ✓ Be **addressed** to the Ministry of Education of Spain
 - ✓ Be **signed and dated** by the writer **no earlier than September 1, 2021**

Please share the *Recommendation Letter Guidelines* on our website with the writer.



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. citizenship, or if you already have a residency card (TIE) you will need the following documents as well:

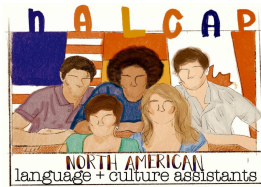
- ✓ A medical certificate. The medical certificate needs to be on a doctor's letterhead and on a standard sized sheet of paper. The certificate must verify that you are free of drug addiction and are in good mental and physical condition and have no limitations that would impair your ability to be in a classroom.
- ✓ A background check. You will need to request this document in your country of origin.

Both of these documents must be presented at your school upon arrival. You do not need to provide them with your application.

Please make sure you submit ALL the required documents when submitting your application. If you submit an incomplete application, your status will be **REGISTRADA** and a reviewer will reach out to ask you for your missing documents, only when they have the availability to do so. This will not only delay the process of your personal application but also for all applicants. We kindly ask you to only submit completed applications for a speedier process for all. We cannot stress the importance of this step for a smoother application process for all involved.

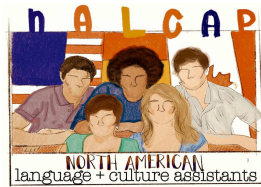
If you do not wish to continue with the application that you have started, please delete it. An unfinished application will create confusion on the portal, such as generating different application numbers. To delete an application, just click **BORRAR**.

We kindly ask you to avoid emailing us just to check if your email has been received. Applications are reviewed by the Ministry of Education in Spain and not by NALCAP, so we are unfortunately unaware of its status. Know that your application will be reviewed and if the application needs to be corrected or completed in any way, you will be contacted via email by a reviewer.

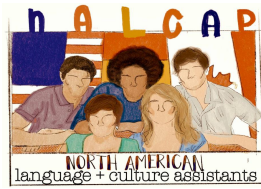


2.5 THE SELECTION PROCESS

- Assignments are given on a *first-come, first-served* basis. You are therefore advised not to submit your application until you have uploaded all the necessary documents, as this will involve delays with your application, as well as for those of all applicants.
- 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 reviewed. Applications from new applicants will be reviewed in order.
- **ADMITIDA** means that your application has been completely reviewed and you are all set. You now qualify to receive a regional placement. Please keep in mind that being **ADMITIDA** does not guarantee you a placement. It just means that you have met the requirements per documentation. Your placement will depend on having one available when a reviewer reaches your **ADMITIDA** application.
- If something is missing or does not meet the requirements, you will be notified by a reviewer via email. When one of the 4 documents is missing or does not meet the requirements, your status will be **REGISTRADA**. It will remain **REGISTRADA** until you upload the missing documentation, and the reviewer is able to get back to reviewing your application. Please be aware that this will delay your application.
- In general, you are only guaranteed a placement when you have a **PLAZA ACEPTADA** status on PROFEX.
- Not everyone may get placed in their region of choice. Please know that every effort is made to give you one of your preferred regions or at least a region located near your preferred ones.
- Placements are given in areas across the country. Note that, as stated before, there are no guarantees for placements. All schools in Spain look forward to having a language and culture assistant. Please keep an open mind to placements in small towns, as they offer endless opportunities to enjoy real life in Spain, and you may end up having a life-changing experience in an unexpected place. On top of that, the cost of living in these towns is significantly lower, and therefore the standard of living is usually better than in big cities. You never know what might be waiting for you there!
- 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 sending them the application number you would like to have deleted. To delete an application that has NOT been submitted, just click on **BORRAR**.
- The regional education offices in Spain (e.g.: *Junta de Andalucía, Junta de Castilla La Mancha, Comunidad de Madrid, Xunta de Galicia...*) will assign school placements after you have accepted the regional placement offer. Kindly note that our offices in the U.S. (NALCAP) do not make any decisions in this regard.
- Once you get a regional placement, your regional education office takes over. You will receive your *Letter of Acceptance (Carta de Nombramiento)* from them with the name and location of your school. They will provide your grant and medical insurance as well. From the moment that you receive your letter from them, you should contact them with any questions you may have related to all issues concerning your placement and stay in Spain.
- Placements for more than one school, although not common, may be offered. This will depend on your regional education office. This will be stated in your Letter of Acceptance.
- If you wish to participate in the program with a family member, 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 both your application forms explaining that you are applying together and including the full name of the other person. Once you receive a regional placement, contact the regional education office (email addresses are on [our website](#) under the Contact Us section) and request to be placed together. 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 three 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 from the program and are not considered for any other placement for the upcoming school year. We urge you to also 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 under **CALL DATES**, make sure to select **Auxiliares extranjeros en España 2022**.
- Click **Buscar**. Your name should appear with 2 options which are accept/decline: **Aceptación/Renuncia**
- Click on **Aceptación to accept** and **Renuncia to decline**

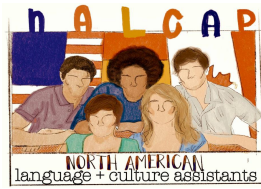
Please give considerable thought to accepting a position. If you withdraw from the program at later stages, there are no personal consequences. However, your allotted school may not be assigned another grant recipient and thus not have a language assistant during the school year. We ask you to please take this into consideration when making a decision. Thank you.

In case of an emergency or extenuating circumstance once you have accepted your placement, recipients must contact renuncias.auxnort@educacion.gob.es as well as your assigned school and the regional education office.

2.7 THE 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) Program start and end dates
- 2) School and location information
- 3) Stipend amount and class periods to complete
- 4) Health insurance information



The *Letter of Acceptance* and all the information it contains is required for your visa application. The letter, in itself, is a requisite for your student visa.

The *Letter of Acceptance* is ALWAYS received via email.

Some regional educational offices are timely in mailing the *Letter of Acceptance*, whereas some others may take longer. Sending out the letters may begin in May and continue through the fall. Please be patient and check your junk mail folder regularly.

For contact information for each regional education office, check our [website](#).

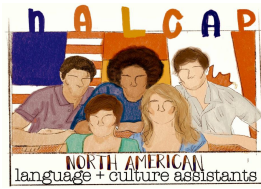
3. APPLYING FOR A VISA

Visa applications are consular matters. Only the Consulates General of Spain in the U.S. have the authorization to handle visa applications. Award recipients must apply for a student visa in order to travel to Spain. Once issued, the visa will be valid for 90 days.

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 but any and all information provided by the consulates overrules any information provided by us on our website.

If you have dual citizenship, the U.S. plus the European Union, you do not need a visa. However, you are required to present a medical certificate and a background check upon arrival at your school in Spain.

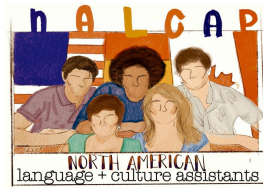
After arriving in Spain, candidates must apply for their TIE card (*Tarjeta de Identidad de Extranjero*) within a month at the latest. The TIE, an ID card and residency permit, will have an assigned number (NIE), personal information, and your photo. Please note that you have to apply for your visa before leaving the U.S. and that you can only apply for the TIE once you are in Spain at your local “Oficina de Extranjería”.



GLOSSARY OF PROFEX TERMINOLOGY

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

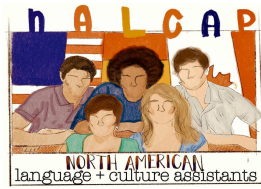
PROFEX Status	WHAT DOES THIS MEAN?
<i>Pendiente de destino</i>	Regional preferences have not been selected on your application. You must choose 3 regional preferences.
<i>Borrador</i>	Application in progress, but not submitted by the applicant. If you decide NOT to submit it, please delete by clicking on BORRAR.
<i>Inscrita</i>	Application has been electronically submitted. You receive an application number (called INSCRITA number).
<i>Registrada</i>	Application has started to be reviewed but some documentation is missing or not the required/correct one. A reviewer contacts you to tell you what is missing or incorrect. Your application is placed on hold.
<i>Admitida</i>	Application has been completely reviewed. It has been processed and all the correct documents have been submitted. Your application is officially confirmed and now eligible for assignment.
<i>Adjudicada</i>	A regional placement has been assigned and extended to the candidate.
<i>(Reserva)</i>	(Not applicable to the NALCAP program)
<i>Plaza Aceptada</i>	The regional 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 2022.
<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 placements for any programs offered that year.
<i>Registro excluido</i>	Application excluded.



MAP OF SPAIN

This is a map of Spain divided into its 17 regions (Comunidades Autónomas). 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. In these regions, please 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.





IMPORTANT INFORMATION. PLEASE READ CAREFULLY

DATA PROTECTION

The Ministry of Education of Spain will use the information you provide on your application form for the purpose of reviewing your application and sharing updates and information concerning your application with you. If accepted into the program, we may use the information provided for the handling of your participation in NALCAP and for NALCAP promotional services. We may also share your information with collaborating institutions, government departments, and other third parties involved in the program. Applying to the program concedes acceptance of these conditions.

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 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 you resolve certain issues, once assigned to a school/region, we are limited in our reach.

It is our sincere wish that you have a meaningful and valuable experience in Spain sharing your language and culture with our students.

Disclaimer: The program is currently taking place this year in Spain in the context of COVID. All schools in the country are open and taking the necessary measures to ensure that all members of each school community are safe.