GUIDELINES TO APPLY FOR
ENGLISH LANGUAGE ASISTANTSHIPS IN SPAIN 2022-2023

Australia, New Zealand, Fiji, Vanuatu, Tonga,
the Solomon Islands, the Philippines, India and Singapore
Application period: 1 February to 7 April 2022

The whole application process will be done through the online system called **PROFEX**, accessible at:
https://www.educacion.gob.es/profex

Applications for both the October and January intakes have to be submitted during the application period.
NO APPLICATIONS will be accepted after the closing date.

Filipino, Indian and Singaporean candidates **MUST pass an online interviewwith the Education Advisor in order to have their application accepted.**

What you basically need to apply is:

- be a citizen of Australia, New Zealand, Fiji, Vanuatu, Tonga, the Solomon Islands, the Philippines, India or Singapore.
- have completed a university degree or be a last (or second to last year) student of a degree.
- be a **native-level speaker of English**
- be up to 60 years old.

Prepare the following documents:

1. Your **passport** photo page (passport needs to be valid until at least September 2023).
2. A passport **photo**.
3. **Your official degree certificate**(s) / diploma(s), **or** your **official academic record**.
4. A **reference letter** from your university or work place: general greeting, letterhead, author, signature, date and contact information are required in the letter. Please follow guideline at the end of this document.
5. **A cover letter** or statement of around 300 words, in Spanish or English, explaining your interest in taking part in the language assistant program, your expectations about it and what you think you can offer to the program (with general greeting, signed and dated).
   Please state in your cover letter if you are applying for the JANUARY- MAY/JUNE intake or otherwise it will be assumed that you are applying for the October-May/June intake.
6. Filipino and Indian candidates can **only apply for the October intake**.

Once you have accepted a placement in Spain, you will need to **bring with you to your destination in Spain** (depending on the country you are applying from) the original of your *Working with children check (WWCC), Working with Vulnerable People Registration, Child related employment screening, Blue card, Criminal Record, Police Clearance*, etc. All these documents must be issued in **2022**. You will only need this document if you are selected to participate in the program and accept the position. **You do NOT need this document to submit your application.**

You are now referred to our **HOW TO APPLY ONLINE VIA PROFEX GUIDE** to complete the process.

HOW TO APPLY ONLINE VIA PROFEX
For more information, please watch the following videos in English:
Learn more about the program Profex, **How to complete an application**

Summary

STEPS in PROFEX

Unfortunately, there is no English version of PROFEX available. To help you complete your application successfully, please follow these steps carefully:

STEP 1: Set your user number and your password in order to register in the system and log in.

STEP 2: Complete your CV and upload all the required documents.

STEP 3: Complete the application for the 2022 Foreign Assistants in Spain Program.

STEP 4: Choose your preferred regions in Spain (autonomous communities).

STEP 5: Submit your application online.

STEP 6: Await results from the selection process. You will receive a confirmation email from **PROFEX**.

STEP 7: Accept offer of your regional placement. You will receive a confirmation email from **PROFEX**.

STEP 8: Await receipt of acceptance letter from the Spanish autonomous community.

STEP 9: Apply for a visa and purchase your airfare once you have your visa.

Familiarize yourself with **PROFEX** and proceed to complete the **online curriculum** and then upload the documents required: passport photo page, photo, academic record, certificate(s) of studies, degree(s) and diploma(s), courses, etc., letters of reference and a statement explaining your interest in taking part in the language assistant program.

Then **complete the application form and submit it.** Once you have submitted the application you can still modify your CV and update documents on **PROFEX**, but they will not be used for application purposes, so it is very important that you upload all relevant documentation prior to submitting the application. Your application is not complete until you have submitted it and received a confirmation email from **PROFEX**.

If you have any difficulties completing the process with **PROFEX**, do not hesitate to request further help from the **Spanish Education Advisors** at:

AUSTRALIA

- asesoriamelbourne.au@educacion.gob.es for **South Australia, Tasmania, Victoria, Western Australia**

- asesoriacanberra.au@educacion.gob.es for **Australian Capital Territory, New South Wales, Northern Territory and Queensland**

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NEW ZEALAND

- asesoria.nz@educacion.gob.es

PACIFIC ISLANDS

- asesoriacanberra.au@educacion.gob.es for **Vanuatu and the Solomon Islands**
- asesoria.nz@educacion.gob.es for Fiji, Tonga and citizens of **Vanuatu and the Solomon Islands** residing **in Fiji**

PHILIPPINES

- asesoria.filipinas@educacion.gob.es

INDIA

 asesoria.india@educacion.gob.es

SINGAPORE

- asesoria.singapur@educacion.gob.es

HOW TO SUBMIT AN APPLICATION ON PROFEX

STEP 1: Registering and logging in Set your user number and your password in order to log in the system

1. Click in the PROFEX link that you have in the Consejería de Educación in Australia, Nueva Zelanda or Filipinas websites. You will be redirected to the Sede Electrónica website of the Ministry of Education and Vocational Training.

    You can also access PROFEX by going to **https://www.educacion.gob.es/profex**

2. Click on the "**2022 - Auxiliares de conversación <u>extranjeros</u> en España**"

3. If you have a PROFEX account, log in. Otherwise, click on **"Registrarse".**

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4. Then clik on "Registro de persona física sin Certificado Digital".

5. Registro.

Please provide the information required. The fields marked with an * are compulsory.

- **Nombre**: name and middle name(s)
- **Primer apellido**: last name
- **Idioma**: language
- **Tipo de documento**: select "Otro"
- **En caso de seleccionar "Otro" indica cuál**: select "Pasaporte"
- **Contraseña**: password
- **Repita contraseña**: repeat password
- **Correo electrónico**: email address
- **Teléfono móvil**: mobile phone

Your **passport number** is going to be your *usuario* (username) when you want **to log onto** the system. Make sure that your **passport number** corresponds to a **valid passport** (at least until September 2023) so that you will not have to change it in the future. This is the number that will appear in the **acceptance letter from the school** and you will need this letter with the correct passport number to apply for your **visa.**

The following rules apply to create your **own password**:

➢ Use at least 6 characters and no more than 18.

➢ Use at least **a number** among these characters.

➢ Use a combination of **lowercase** and **UPPERCASE letters**.

➢ Include at least one of these characters: **(., : , ; + - * / ¡ ! ¿ ? " $ % ( ) = < >).** *Example: 13KOalas?*

By clicking on the tick boxes to accept the Privacy Policy and declare that all details furnished are true and correct.

If you agree with the information you have provided, click on *aceptar*. Only use *limpiar* if you want start over again.

Aceptar	Limpiar

6. In the next window you are asked to confirm data (*Confirmar Registro*). You can check the information and, if it is correct, click on **Confirmar**

You have now set your **usuario (username)** and **contraseña (password)**.

You will receive an email confirming your user name and password. **Click on the link** in the message to activate your access to PROFEX as soon as you receive the e-mail. If you do not answer within 24 hours, it will be cancelled.

7. You are ready for the next step: **complete your CV**.

You can do this immediately after setting your user number and password or you can log onto the system later to follow the next step.

To log on again go to PROFEX: https://www.educacion.gob.es/profex

Click on the *2022 - Auxiliares de conversación extranjeros en España*

Enter your *usuario* and *contraseña* and click on *Acceder.*

Then click on *Acceso al trámite.*

Follow the same procedure should you be logged off for any reason.

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Key to symbols used:

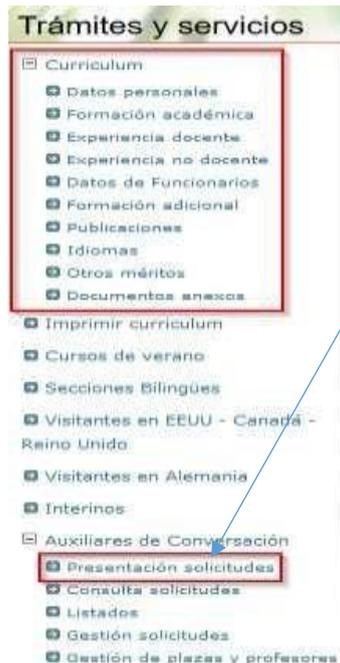To review a file or item but you cannot modify it.

To change an item and rewrite information or upload a document at a later moment.

To erase any item that needs to be

STEP 2: Complete your curriculum

You must complete your CV (*Curriculum)* before you can submit your application (*Presentación solicitudes).*

You will see you can **skip** many sections since they do not apply to foreign Language Assistant candidates.

1. Click in *Curriculum* and remember that the fields with * are compulsory.

   Next to some of the fields you will see the following message: *Añadir Documentos* (add documents). You should **scan** the documents requested and **upload them into the system** (up to 3Mb each document). PDF documents work great. This will help to send the information directly to the office in Madrid.

2. Complete the compulsory fields (*) of these sections.

a. *Datos personales* (personal details)

Datos básicos
Nombre (*):
Apellido (*):
Segundo apellido:
Fotografía tamaño carnet (**):
Tipo documento (*):
Especificar:
Número documento (*):
Expedido en:
Fecha expedición: (dd/mm/aaaa)
País de residencia (*):
Nacionalidad (*):
Sexo (*):
Lugar de nacimiento:
Fecha de nacimiento (*): (dd/mm/aaaa)
Permiso de conducir:
Visado (Sólo visitantes EEUU):
Tipo de visado:
Especificar:
Fecha caducidad: (dd/mm/aaaa)

Basic details Nombre: name and middle name(s)

Apellido: last name

Segundo Apellido: This field is for people that have a second last name as in Spanish custom. Do **not fill** this field with your middle name. If you have a hyphenated name, write it in full in the previous box for **Apellido**.

Fotografía tamaño carnet: Upload your scanned passport photo (.jpg).

Tipo de documento: (type of document) Passport

Número de documento: (docuemnt number): passport number

País de residencia: country of residence.

Nacionalidad: nationality.

Sexo: gender (*Hombre*, man; *mujer*, woman; *N.C.*, no answer).

Fecha de nacimiento (dd/mm/aaaa): date of birth (dd/mm/yyyy).

Dirección permanente
País (*):
Estado:
Comunidad Autónoma:
Provincia:
Localidad (*):
Código Postal (*):
Dirección (*):
Teléfono 1 (*):
Teléfono 2:
Móvil:
Fax:
Correo electrónico (*):

Dirección permanente: permanent address.

País: country.

Localidad: town.

Código postal: zip code.

Dirección: address.

Teléfono 1: telephone.

Correo electrónico: email address.

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Dirección actual (Bloque Opcional) ☐
País (*):
Estado:
Comunidad Autónoma:
Provincia:
Localidad (*):
Código Postal:
Dirección (*):
Teléfono 1 (*):
Teléfono 2:
Móvil:
Fax:
Correo electrónico adicional (*):

Dirección actual (Bloque opcional): current address (optional). (your current address if different from the permanent one)

País: country.

Localidad: town.

Código postal: zip code.

Dirección: address.

Teléfono 1: telephone.

Correo electrónico adicional: additional email address.

Persona de contacto emergencias (Bloque Opcional) ☐
Parentesco o relación:
Nombre:
Apellido:
Segundo apellido:
País:
Estado o Provincia:
Localidad:
Dirección:
Código Postal:
Teléfono 1:
Teléfono 2:
Móvil:
Correo electrónico adicional:

Persona de contacto emergencias (Bloque opcional): emergency conctact person (optional)

Parentesco o relación: relationship.

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b. *Formación académica* (studies)

Whenever you wish to add new information to this section, click on *Alta* to activate the fields.

- Unless you have studied in a Spanish university, go to *Otros centros (Overseas schools/colleges)* and enter the name of the college or university where you have studied or are currently studying.

    - *CAP:* leave it blank.

    - Then go to *Títulos no recogidos en el apartado anterior* and enter the degreeyou have obtained or will obtain from the university.

    - Finally enter the date when you started your studies, *Fecha de inicio de estudios* and when you completed your award, *Fecha de fin de estudios.*

    - In *Nota Media Expediente* enter your university aggregate score.

    - If you have not finished your studies and you are in the last year, click *Estudiante último curso.*

After you finish this block of information click on *Aceptar (accept)* and fill in the next block of information.

c. **Experiencia docente** (teaching experience). **YOU CAN SKIP THIS SECTION**

In this block of information provide details about any teaching experience you may have.

Remember that the fields marked with an * are compulsory and that you have to <u>click **Alta** first</u> to be able to enter the fields.

- **Denominación del puesto**: your position in the job (e.g. ESL teacher, teacher of English).
- **Centro:** name of the school
- **Nivel de experiencia**:
  - **Primaria:** Primary
  - **Secundaria**: Secondary
  - **Universidad:** University
  - **Otros (especificar)**: other (spcify)
- **Especificar nivel de experiencia:** specify level (e.g. language school, adult education)
- **Clase de experiencia docente:**
  - **Privada:** Private Education (for non-government schools)
  - **Pública:** Public Education (for government schools)
- **Categoría del docente:**
  - **Funcionario de carrera**: permanent teachers of the Department of Education
  - **Interinos:** contract and relief teachers of the Department of Education
  - **Otros:** others
- **Tipo de enseñanza:**
  - **Reglada**: any education that leads to an official certificate: Primary, Secondary, TAFE, VET and University.
  - **No reglada** (not regulated by law): summer courses, workshops.
  - **Others: Especificar:** private lessons, etc.

After you finish this block of information go to **Aceptar** and fill in the next block of information.

d. **Experiencia no docente** (work experience) **YOU CAN SKIP THIS SECTION**

In this block of information provide details about any other professional experience that may be relevant.

Remember that the fields marked with an * are compulsory and that you have <u>to click **Alta** first</u> to be able to enter the fields.

- **Institución o empresa:** *write the entity that you have worked for*
- **Categoría Profesional:** *position*
- **Actividad Desarrollada:** job description

After you finish this block of information go to **Aceptar** and fill in the next block of information.

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e. **Datos de Funcionarios** (only for Spanish civil servants) **SKIP THIS SECTION**

f. **Formación adicional** (other courses) **SKIP THIS SECTION**

In this block of information provide details about any other courses that you might have and that may be relevant (CELTA / TESOL training courses, etc.).

Remember that the fields marked with an * are compulsory and that you have to click **Alta** first to be able to enter the fields.

- **Título del Curso:** name of the course.
- **Objetivos del Curso:** objective of the course.
- **Organismo**: centre where the course took place.

g. **Publicaciones** (publications) **SKIP THIS SECTION**

Provide details of any publications you have collaborated to if any.

h. **Idiomas** (languages) **SKIP THIS SECTION**

Provide details about any other language that you may speak and the level of proficiency in speaking, reading, understanding and writing.

Remember that you have to click **Alta** first to be able to enter the fields.

i. **Otros méritos** (other merits) **SKIP THIS SECTION**

In this section list any other experiences or activities that may be relevant.

Click on 🖉 and the field **Descripción de Otros Méritos Relevantes** will be activated. Write the information you would like to provide.

j. **Documentos anexos SKIP THIS SECTION**

Attach any other documents you think may be relevant and that have not previously been applicable for all previous sections.

The first field does underline only 10 characters for the document name. The second field will allow you to specify a longer name and details.

How to change the information on the fields once the information has been saved

You can update or modify the information you have saved as long as you have not submitted the application.

Once you have submitted your application, **you can only modify and update the information in the curriculum section, but your application will not be modified.**

Example

Let's imagine that the applicant has made a mistake when entering his/her *Formación académica* and the University is not the University of Barcelona.

Curriculum: Formación académica

	• Ayuda
• Mostrar Instrucciones	• Ir al inicio
	• Salir

Última actualización CV: 08/01/2020 Última actualización sección: 08/01/2020

Título	Universidad u otros Centros	Fichero anexo (Título)	Certificación académica (Calificacciones)	Contrastación			
Licenciado en Historia	Universidad de Barcelona				🗒	✎	✕

Click on this icon ✎ to edit the page and change the information.

If you want to delete the whole row click on ✎ , then click on ✕ and go to *Aceptar* at the bottom of the page.
If you need to write new information, remember you have to click first on *Alta* to activate the fields.

Once you have completed your CV, you are ready for the following step (3).

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STEP 3: Complete the application for the Language Assistants Program

On the left side of the same box where you have completed your CV you will find different programs.

1. Click in *Auxiliares de Conversación* and choose the option *Presentación solicitudes.*
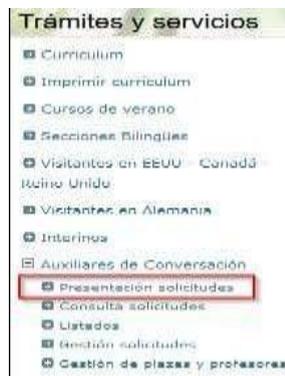
2. Make sure that you select the option *2022 - Auxiliares de conversación extranjeros en España* as you will find other different options: Auxiliares de conversación *españoles* en el extranjero and applications from previous years.

Convocatoria:	2021 - Auxiliares de conversación extranjeros en España

3. Once you have chosen the right option, click on *Nueva solicitud.* However, if you are an English assistant in Spain right now, and you applied through PROFEX last year, click on *Renovación solicitud.*

4. *Requisitos* (requirements)

Remember that sections marked with an * are compulsory.

- Tick all 5 requirements and upload the documents required by clicking on *Añadir documentos* (add documents) and selecting the scanned copies (PDF format).

- Requirement 1: Nationality. Upload a scan of your **passport** (photo and details page). Validity: at least until September 2023.

- Requirement 2: tick to indicate you do not suffer from any disease or illness that does not allow you to teach.

   Very important: Please be aware that candidates joining the program from October to May/June will need to submit an **official medical certificate** when they lodge their VISA application.

- Requirement 3: proof of your university studies. You are required to hold a university degree or be at least a second or second to last year university student. Upload a scan of your **official degree** or **official academic transcript**.

- Requirement 4: write an essay or cover letter at least of 300 words, in Spanish or English, explaining why you would like to become a language assistant in Spain and upload it. **Please, state if you are applying for the January intake (not possible for Filipinos or Indians)**.

- Requirement 5: upload a copy of a reference letter from your university or your work place. See "Letter of recommendation guidelines" at the end of this document.

MÉRITOS (merits) SKIP THIS SECTION

You may provide additional information that you think may be relevant. Upload copies of the documents.

1.- Otras titulaciones diferentes a la alegada para concurrir.	
Adjuntar copia escaneada del Título Universitario en el apartado de Formación Académica del Currículum.	

Provide any other certificates you may hold besides your university certificate degree (e.g. certificate B in Tourism) and upload it in the section Formación Académica (studies) of your Curriculum.

2.- Diplomas oficiales de español (DELE u otros).	
Adjuntar copia escaneada de los diplomas o certificados acreditativos en el apartado de Idiomas del Currículum.	

Enclose any official documentation of Spanish language certification (e.g. DELE) and upload it in the section Idiomas (*languages*) of your Curriculum.

3.- Conocimiento de otras lenguas distintas del español o la lengua materna.	
Adjuntar copia escaneada de los diplomas o certificados acreditativos en el apartado de Idiomas del Currículum.	

Include certificates of other spoken languages besides Spanish and English and upload it in the section Idiomas (*languages*) of your Curriculum.

4.- Cursos de formación del profesorado y metodología de la enseñanza de idiomas extranjeros.	
Adjuntar documentación acreditativa en el apartado de Formación Adicional del Currículum.	

Include certificates in teaching methodology (e.g. Salamanca courses) and upload it in the section of Formación Adicional (*other courses*) of your Curriculum.

5.- Experiencia docente.	
Adjuntar copia escaneada de la documentación acreditativa en el apartado de Experiencia Docente del currículum.	

Enclose any documentation that certifies your experience as a teacher (e.g. reference letter from principals) and upload it in the section Experiencia Docente (teaching experience).

After you have completed this block of information go to the top of the page and click on *Siguiente* (Step 4)*.*

STEP 4: Choose your destination in Spain

PAGE 1

DATOS DE INTERÉS

Click on the tick box ☑ and a menu will be displayed.

Destino	Preferencia	Situación de destinos	
España			☑<>

Please, just click <u>España</u>**.** Although the Destino column may also show *Andorra*, <u>disregard that option</u>.

PAGE 2

Now select the Autonomous Community (region) you would like to go.

Choose one region from each column (A, B, C) and then number the columns with 1, 2, and 3; 1 being your first preference.

Be aware that **different countries** may have **different Autonomous Communities assigned**. Before choosing your regions, <mark>check which ones are available for each nationality</mark>.

Grupo A - Orden de preferencia de este destino: 3	Grupo B - Orden de preferencia de este destino: 1	Grupo C - Orden de preferencia de este destino: 2
Asturias	Aragón	Andalucía
Ceuta y Melilla	Cantabria	Castilla León
Extremadura	Castilla La Mancha	Islas Baleares
La Rioja	Cataluña	Madrid
Navarra	Galicia	Murcia
País Vasco	Islas Canarias	Valencia

Once you have ticked the Autonomies, save in *Guardar datos* before you go to *página anterior*.

Now click on *Siguiente* and fill *Datos de interés*.

PAGE 3

Datos de interés (More details)

1. ¿Qué idioma desea enseñar? (*) **(What language do you want to teach?)**

   - **Inglés**
   - Francés
   - Chino
   - Portugués
   - Alemán

2. Piensa desplazarse al país acompañado? (*) **(Are you planning to go with your partner/ spouse/ family member (s)**?
   - No
   - Sí, con pareja (yes, with partner)
   - Sí, con hijos (yes, with child/children)
   - Sí, con pareja e hijos (yes, with partner and children)

3. ¿Su pareja también solicita participar en el programa? (*) **(Is your partner also applying for this program too?)**

4. Si su pareja también participa en el programa y desea que lo tengamos en cuenta, indique a continuación su nombre y apellidos / If your partner is also taking part in the program and you would like us to take this into account, write their full name here.

5. ¿En qué tipo de centro educativo desea trabajar? (*) **(What type of centre would you like to work in?)**

   - Primaria/Infantil (Kindergarten / Primary)
   - Secundaria/Bachillerato (Secundary)
   - Escuela Oficial de Idiomas (School of languages)
   - Indiferente (Indifferent)

6. Información adicional que pueda ser relevante para la adjudicación de destino o el desempeño de sus funciones (ej problemas de movilidad, discapacidades, problemas físicos o psicológicos, enfermedades crónicas, etc) / **Additional information that could be relevant to assign the area or type of school, or that may affect your work (e.g. mobility issues, disabilities, physical or psychological issues, chronic diseases or conditions, etc.)**

7. ¿Qué tipo de población preferiría que se le asignara? (*) **(What kind of area would you prefer to be assigned to)**?

   - Zona urbana, ciudad grande (big city)
   - Zona urbana, ciudad mediana (town)
   - Zona urbana, ciudad pequeña (small town)
   - Área rural (rural area)
   - Sin preferencia (indifferent)

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8. ¿Tiene formación o experiencia específica en alguna de estas áreas? ¿Qué tipo de formación o experiencia?
Do you have any specific training or experience in these areas? What kind of training or experience?

- Artes y Humanidades/ Arts and Humanities
- Ciencias / Science
- Comercio / Business
- Música o Danza /Music or Dance
- TIC/ ICT
- Turismo y Hostelería / Tourism and Hotel Management

Once you have finished this page, you have completed the application

You have now completed your application. You have the option to:

Destino	Preferencia	Situación de destinos			
España	1	Borrador	🔍	✏️	✕

🔍 Review your application ✏️ Change your application ✕ Delete your application

When you are satisfied with your application, click on **Volver a la lista de solicitudes.**

STEP 5: Submit your application

PAGE 1

This is the last step before submitting your application. **You will not be able to change any information once you submit your application.**

Si ya ha completado todos los datos y ha seleccionado su destino, proceda a "Inscribir" su solicitud.

✏️ Modificar	✕ Borrar	☑ Inscribir solicitud
📋 Registro electrónico	📄 Generar PDF solicitud	📄 Generar XML solicitud
🖨️ Subsanar solicitud	📄 Vista previa solicitud	

Click on ☑ *__Inscribir solicitud__*.

Remember that you can always modify your application before submitting it by clicking on ✏️ *Modificar*, but you cannot modify it after it is submitted.

PAGE 2

Once you have submitted your application you will see the following message informing you that the process has been accomplished successfully.

Mensajes producidos por la última operación:

- *El proceso terminó correctamente.*

- Figura más abajo el resumen digital de este fichero, codificado en hexadecimal. Puede obtener herramientas gratuitas para comprobar dicho resumen en este sitio: http://digestit.kennethballard.com/download.html, o en varios sitios de Internet que puede localizar con su buscador favorito.

- El resumen digital es el resultado de aplicar un algoritmo públicamente conocido a un conjunto de datos (SHA-1 en este caso), obteniendo un valor numérico (que recibe el nombre de hash) que es único para dicho conjunto. Las características principales de este hash son que una pequeña variación en los datos originales produce un resultado muy distinto, y que es prácticamente imposible deducir cómo modificar un documento para que produzca el mismo 'hash' que otro dado.

- En el impreso oficial que debe obtener a continuación y presentar antes del en cualquiera de los registros oficiales especificados en la convocatoria no figurarán todos los datos que ha grabado, pero sí el resumen digital del fichero que puede obtener en esta página. Por tanto, debe guardar este fichero sin modificarlo, puesto que junto con el impreso de solicitud sellado, en el que figura el resumen digital del mismo, son su justificación de los datos que ha enviado.

Click on this same page where it says ***Página anterior*** (previous page).

PAGE 1

Once you come back to this page click on **PDF** and **print the application**. You will get two copies (*Ejemplar para el solicitante*/candidate, 2 pages, and *Ejemplar para la Administración*/Education Office, 2 pages).

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Save your application, print it, sign and date the copy that says ***Ejemplar para la Administración*** and **send it by email** to your country's Education Office. Please use this format to name this PDF file: *Lastname_Name*:

AUSTRALIA

- asesoriamelbourne.au@educacion.gob.es for **South Australia, Tasmania, Victoria, Western Australia**

- asesoriacanberra.au@educacion.gob.es for **Australian Capital Territory, New South Wales, Northern Territory and Queensland**

NEW ZEALAND

- asesoria.nz@educacion.gob.es

PACIFIC ISLANDS

- asesoriacanberra.au@educacion.gob.es for **Vanuatu and the Solomon Islands**
- asesoria.nz@educacion.gob.es for Fiji, Tonga and citizens of **Vanuatu and the Solomon Islands** residing **in Fiji.**

PHILIPPINES

- asesoria.filipinas@educacion.gob.es

INDIA

- asesoria.india@educacion.gob.es

SINGAPORE

- asesoria.singapur@educacion.gob.es

STEP 6: Await results from the selection process

Once the selection process is complete check if your application has been accepted *Admitida* through **PROFEX.**

This will confirm that your application has been received and that you fulfil all the requirements.

You are now **eligible** but **not yet selected.**

The selection process will be done after the application period has finished.

Click on *Auxiliares de Conversación.*

Click on *Listados* (Lists).

Click on *Admitidos* (Accepted) to check if your application has been accepted and that you are eligible to receive a regional placement.

If your application has not been accepted, click on *Excluidos* to find out why your application has not been accepted. You can also contact your corresponding Education Office.

Notification email from the PROFEX system for the selected candidates

If you have been **selected** and **granted a regional placement**, you will receive a notification e-mail from the PROFEX system or the regional education authorities in late April, May or June approximately.

You will also be able to check on *Adjudicados y reservas* if you have been granted a regional placement or if you are in a waiting list.

PROFEX

⊟ Auxiliares de Conversación
- Presentación solicitudes
- Consulta solicitudes
⊟ Listados
- Admitidos
- Excluidos
- Adjudicados y reservas
- Aceptados y renuncia
⊞ Gestión solicitudes
-Aceptación y renuncia candidatos
⊟ Gestión de plazas y profesores
- Gestión profesores
- Buzón de sugerencias

STEP 7: Accept offer of your regional placement

Once you have been assigned a regional placement you have to either **accept or decline** the placement.

Click on *Gestión de solicitudes.*

Click on *Aceptación y renuncia de candidatos.*

Make sure you select the option *Auxiliares extranjeros en España* and the year for which you are applying on the drop down menu.

Click on *Buscar.*

Your name will appear on the screen with two options *aceptación/renuncia* (accept/decline).

STEP 8: Await receipt of acceptance letter from the Autonomous Community

Each region or Autonomous Community writes **acceptance/appointment letters** for their assigned assistants.

You might expect the letter between May and September (October intake) and in October (for January intake).

You need this letter in order to apply for your visa. This letter also contains the information required when you submit your application for your visa (city of placement, length of your stay, health insurance, stipend, school information). Please double-check your personal details on your letter when you receive it and contact your Education Office in case there is a problem.

STEP 9: Apply for a visa

Now that you have your acceptance letter, you are ready to apply for a **Spanish Visa** at the relevant Spanish Consulate of each country.

Instructions on how to apply for the visa can be found at the different websites of the Consejería de Educación or the Asesorías de Educación:

AUSTRALIA:

https://www.educacionyfp.gob.es/australia/en-AU/convocatorias/auxiliares-en-espana/auxiliares-de-conversacion-australianos.html

NEW ZEALAND:

http://www.educacionyfp.gob.es/nuevazelanda/en_NZ/convocatorias-programas/auxiliares-en-espana/auxiliares-de-conversacion-neozelandeses.html

PACIFIC ISLANDS: Same requirements than Australian and New Zealand candidates (see websites)

PHILIPPINES:

http://www.educacionyfp.gob.es/filipinas/en_PH/convocatorias-programas/auxiliares-en-espana.html

INDIA:

https://www.educacionyfp.gob.es/india/en/convocatorias-programas/auxiliares-en-espana0.html

SINGAPORE:

http://www.educacionyfp.gob.es/australia/en_AU/convocatorias/programas/auxiliares-de-conversacion-singapurenses.html

It is not required to translate documents into Spanish.

<u>**List of Spanish Consulates**</u> that can provide further information in order to obtain a Spanish Visa:

Consulate General of Spain in Melbourne (Australia)

- For Victoria (VIC), Tasmania (TAS), South Australia (SA) and Western Australia (WA)

  http://www.exteriores.gob.es/Consulados/MELBOURNE/en/Pages/inicio.aspx

  Email: cog.melbourne@maec.es

Embassy of Spain, Consular Office in Canberra (Australia)

- For the Australian Capital Territory (ACT) and Queanbeyan

  http://www.exteriores.gob.es/Embajadas/CANBERRA/en/InformacionParaExtranjeros/Pages/inicio.aspx

  Email: emb.canberra@maec.es

Consulate General of Spain in Sydney (Australia)

- For New South Wales (NSW) (except Queanbeyan), Queensland (QLD) and Northern Territory (NT)
- For Vanuatu and the Solomon Islands

  http://www.exteriores.gob.es/Consulados/SYDNEY/en/Pages/inicio.aspx

Email: cog.sydney.vis@maec.es

Embassy of Spain in Wellington (New Zealand)

- For New Zealand

- For Fiji and Tonga and for candidates from Vanuatu and the Solomon Islands residing in Fiji

  http://www.exteriores.gob.es/embajadas/wellington/es/Paginas/inicio.aspx

  Email: emb.wellington@maec.es

Consulate General of Spain in Manila (Philippines)

- Filipino candidates

  http://www.exteriores.gob.es/consulados/manila/es/Paginas/inicio.aspx

  Email: con.manila@maec.es

Embassy of Spain in India

- Indian candidates

  http://www.exteriores.gob.es/Embajadas/NuevaDelhi/es/Paginas/inicio.aspx

  Email: emb.nuevadelhi@maec.es

Embassy of Spain, Consular Office in Singapore (Singapore)

- Singaporean candidates
  http://www.exteriores.gob.es/Embajadas/SINGAPUR/en/Embajada/ServiciosConsulares/Pages/Visas.aspx ,
  http://www.exteriores.gob.es/Embajadas/SINGAPUR/Documents/20170831%20r_STUDENT_VISA_Requirements.pdf

  Email: emb.singapur@maec.es

Be advised that the visa application process can **take up to a month.**

After you have obtained your visa, please purchase your airfare, NOT BEFORE.

INFORMATION SESSION IN AUSTRALIA, NEW ZEALAND, THE PHILIPPINES AND INDUCTION SEMINAR IN SPAIN

Information sessions for language assistants may be offered in May or June in different cities (Canberra, Sydney, Melbourne and Brisbane in Australia; Wellington in New Zealand and Manila in the Philippines). Information on these sessions will be posted on the corresponding websites.

Depending on the region you have been assigned to in Spain you might have to attend an induction seminar before commencing at your school. This seminar will be attended by all selected language assistants from all countries.

In some regions (Comunidades Autónomas) induction seminars are organized regionally for the language assistants exclusively at the beginning of the school year but not for participants in the January intake.

LETTER OF RECOMMENDATION GUIDELINES

Please share this document with the person who will write the letter of recommendation that will support your participation in this program

ASSISTANTS PROGRAM IN SPAIN: LETTER OF RECOMMENDATION GUIDELINES

To whom it may concern,

Thank you for making the time to create a letter for one of the candidates to the *Language and Culture Assistants Program* from the *Spanish Ministry of Education and Vocational Training*.

The person you are writing the letter for has applied for an internship within the program. If the applicant is selected, he/she will be offered a position to support the teaching in English in a K-12 school or a School of Languages in Spain for one academic year. Therefore, the candidate must be responsible, open to new ideas and cultures, and have good social and communicative skills. The candidate will be assisting the English teacher in classes by means of oral practices and conversation techniques to improve the students' speaking performance.

In order to simplify the process for you, next you will find a list with the items that need to be present so that the letter is valid and supports the candidate's application.

The letter, which will be addressed to the *Language and Culture Assistants Program Advisors*, needs to contain the following elements and information:

-To be **on letterhead paper** from your institution.
-Your **name, title and contact information**.
-The **capacity** in which you know the applicant, and for how long.
-A short paragraph **assessing the applicant's qualifications and qualities** for his/her success in the program.
-A **final statement**, in which you reflect the **applicant's appropriateness** for this opportunity, or not.
-Your **signature** and **date**.

Please see that it is essential that your *letter is SIGNED and DATED.*

In order to deliver this letter, please hand it out to the applicant, who will attach it to his or her application online. If you are uncomfortable with the content of the letter being visible to the candidate, kindly ask him or her to find another professor or employer to recommend him or her.

Thank you for your consideration.