

PROGRAM FOR FOREIGN LANGUAGE ASSISTANTS IN SPAIN

SCHOOL YEAR 2023–2024

FREQUENTLY ASKED QUESTIONS

All this information can be found in the official call for applicants. This document answers general questions you may have.

1 Who can apply for the position of language assistant in Spain?

These are the general requirements:

- ✓ Be a **citizen or permanent resident** in one of the countries that Spain has signed the Bilateral Agreements for Cultural, Scientific, and Technical Cooperation, or Education Memorandums
- ✓ Have earned a **university degree or be a university student** at least in your second year when the application period closes.
- ✓ Be over the age of 18 (before January 1, 2023) and under the age of 60.
- ✓ Have no health concerns that would make you unable to complete the tasks of a language assistant.
- ✓ Submit a **signed** letter of motivation.
- ✓ Submit a **reference letter** from a professor or employer dated no earlier than September 2022.
- ✓ Have a certificate verifying you have no history of sexual crimes. You may be asked for this certificate at any point in the application process.

Remember that the requirements may vary depending on the country of the applicant. For specific information, contact the organization according to your nationality. The positions available and the selection process also depend on the country of origin.

2 When does the application period begin?

Please contact the national organization that manages the program in your country to complete their application requisites.

Candidates who submit their application in the Profex platform will be able to do it from the beginning of February to the end of March. Those not using the Profex platform, read the section below.

3 How do I complete my application?

Educational authorities from collaborating countries have establish the procedures for their application process through their chosen systems.

- Candidate from Austria, Belgium, France, Germany, Ireland, Italy, Malta, Switzerland, and the United Kingdom should submit their application through the

organization corresponding to their country within the timeframe and procedures established by the organization.

- Candidates chosen by the Spanish Education offices abroad (Australia, Bulgaria, Brazil, Canada, China, Denmark, United States, Philippines, Finland, Hungary, India, Luxembourg, Morocco, Norway, New Zealand, Netherlands, Oceania (Fiji, Solomon Islands, Tonga, and Vanuatu), Poland, Portugal, Czech Republic, Singapore, Sweden, and Tunisia) should complete the Profex application through the MEFP website's pull-down menu: (<http://www.educacionyfp.gob.es>) Contenidos ⇒ Profesorado ⇒ Profesorado en el extranjero ⇒ Convocatorias para extranjeros ⇒ Auxiliares de conversación extranjeros en España 2023-2024.

Applicants can register (with a **username and password**) and complete the CV portion beforehand, and submit the application according to the deadline available from the Spanish Education Office in your country.

4 Do I need a certificate from the university where I am studying?

Yes. You need to have obtained a university degree or official certificate or be a university student at least in your second year.

5 Is a reference letter required?

Yes. The letter must be recent; no earlier than September 2022.

6 Do I need to know Spanish?

It is not required to speak Spanish, but it is convenient to know some aspects of the language to make your life easier, for example renting an apartment, making arrangements with immigration, opening a bank account, etc.

7 Can I choose a preferred location?

Spain is divided into regions called Autonomous Communities, and yes, you can choose three autonomous communities that are eligible according to your nationality. Preferences are considered when possible.

7. What are the next steps after I've submitted my application?

In general, the candidates that have submitted their application through Profex are admitted into the program, and afterwards, are assigned a community according to their order of inscriptions and must accept/decline their assignment in **three days**.

Some countries hold matching meetings in April or May to allocate assistants to the available positions. By mid-June, each country's organization will inform successful candidates their assignment.

8. When will I be assigned to a school?

Usually applicants will be notified of their assignments by mid-June. Either the Autonomous Community or the Ministry assigns candidates to the schools and sends the **appointment letter** to the candidate (now “assistant”), an essential document, in order to apply for a student visa or renew the Foreigner Identification Card (TIE). The appointment letter is NOT a contract.

8 What is the duration of the program?

The school calendar for language assistants begins on October 1 and ends May 31, except for the assistants for the Community in Madrid quota, who continue until June 30.

9 How many hours a week will I be collaborating in classes?

The minimum schedule is 14 hours a week. Some communities offer 15 or 16 hours with an increase of the monthly stipend.

10 What is the monthly stipend?

The language assistants will receive a monthly stipend to help with the costs of food and accommodations in Spain. There is no employment contract.

11 When will I receive the monthly stipend?

In general, the monthly stipend is received in the first 10 days of the following month. In some cases, the first allowance may be delayed until December. For this reason, it is advisable to bring enough savings to be settled in Spain.

12 Do I need to open a Spanish bank account?

Yes. You need a Spanish bank account in order to receive your monthly stipend. Most banks ask for a foreigner’s Identification Number (NIE) in order to open an account.

If you belong to the Ministry quota, you must provide your bank account number to the ministry through the Profex platform. If you belong to the Community quota, the Community will provide instructions so that you can receive your stipend.

13 Do I need health insurance?

Candidates from countries in the European Union must bring their European Health Insurance Card (EHIC). For those without EHIC and non-EU countries, health insurance will be provided by the Ministry or by the autonomous community depending on your quota. In case of a preexisting illness, it is recommended that you use your own insurance.

14 If I’m an EU citizen arriving in Spain, what happens first?

You must apply for a European Union Citizen Registration Certificate at the immigration office or police station in your destination town. The certificate will include your

Foreigner's Identification Number (Numero de Identificación Extranjero (NIE)). You must pay the corresponding fee (about 12€) and provide the following documents:

- ✓ Original and photocopy of your passport or an identity document/card
- ✓ Original and photocopy of the language assistant appointment letter as issued by your assigned Autonomous Community or by the Ministry of Education and Vocational Training.
- ✓ A duplicate of the official model (EX-18) completed and signed and with proof of payment for the EU Citizen Registration Certificate.

15 If I am not an EU citizen, what happens to me?

Your Foreigner's Identification Number (NIE) must appear on your student visa. You need to request a Foreigner Identity Card (TIE). You must pay the corresponding fee (about 16€) and provide the following documents:

- ✓ Original and one photocopy of the complete passport
- ✓ Original and one photocopy of the language assistant appointment letter as issued by an Autonomous Community or the Ministry of Education and Vocational Training
- ✓ A duplicate of the official model (EX-17) completed and signed and proof of payment of the corresponding TIE fee

16 How do I withdraw from the program if I can't start or continue with it?

In order to withdraw, you must send an email or letter of resignation as soon as possible to Unit of Education Abroad at the address: renuncias.auxminis@educacion.gob.es with a copy to the education authorities in your country of origin. In this circumstance, another candidate on the waiting list may substitute you.