



# NALCAP TIMELINE

You've heard about the program. And you know that you're ready for the experience of a lifetime!



Follow these steps on your road to Spain. Please note that the dates may be tentative to give you a general idea.



- 1 Apply for or renew your passport if needed.
- 2 Request your college transcripts, if you have not yet graduated or make a copy of your diploma for your application.
- 3 Ask a college professor, employer or mentor for a letter of recommendation dated no earlier than September 1, 2025.
- 4 Create a **PROFEX 2** account. Use your passport number as your username. Select a password to log into the portal.



**READ THE APPLICATION GUIDELINES AND THE NEW PROFEX 2 HANDBOOKS CAREFULLY**

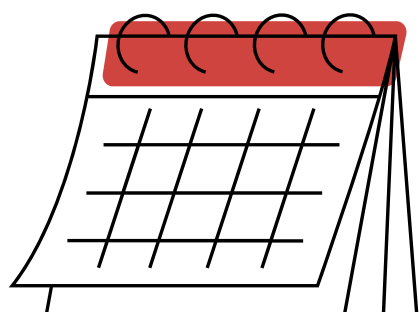


## JUNE

The application period will open June 2, 2026

Assignments are given on a first-come, first-served basis.

Applications can be frustrating. But if you've done your hw (reading the guidelines and handbooks on our website carefully and following the info they provide), it should go smoothly.



Only 5 documents are needed to apply!

- copy of your passport
- official college transcripts or diplomas
- statement of purpose
- letter of recommendation
- Health Statement and Statutory Declaration

Note that docs can't be uploaded until apps open.

Submit your application! Phew!



# NALCAP SPAIN

**YOU GOT THIS!**

## JULY - AUGUST

You get your regional placement and must accept the placement within 2 days after receiving the email.

You can start to request your background check as soon as you get **PLAZA ACEPTADA** status on **PROFEX**. Juggling time frames are tricky here. Please refer to our guidelines for detailed information.

What's next? Wait for your Placement letter sent from the regional education office in Spain where your school is located. Make sure you check your junk mail folder.


Please note that in some cases, placements can be given late due to the needs of certain schools.

TIA for your patience!



## JULY- SEPTEMBER

**YOU RECEIVE YOUR PLACEMENT LETTER.**

This document confirms your regional placement, your school, and your health insurance, as well other important info. This letter is indispensable in securing your visa in the U.S. and later on, once in Spain, for your student residency card (TIE). 

When you get your letter, please contact your school and introduce yourself. Note that most schools in Spain will be closed during most of July and August.



## SEPTEMBER

Follow the **How to Apply for a Visa Guidelines** for American citizens on our website to get your long-stay student visa. 

Also check the information and requirements posted on there concerning your local Consulate General of Spain. All info provided by the consulate office overrules the info on our website.

We strongly recommended **NOT** buying your plane ticket until you have your visa in hand OR buying a fare that allows changes. Please note that visas may experience long processing times. You would not like to find yourself in the unpleasant situation of it being the date of your flight and not being able to fly because you don't have your visa.





# NALCAP SPAIN

## OCTOBER

*Time to go to Spain!* 🇪🇸

You leave for Spain **only** after your visa is in your custody. Do not go to Spain before you get the visa.

You will probably attend an orientation session for the program organized by your regional education office. Check with them or your school for the exact dates.



## NOVEMBER 1

*NALCAP Program starts!*

You are expected to report to your school. Good luck on your first day!



## MAY 31



You just had the experience of a lifetime with unforgettable memories and adventures in Spain!

