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DE ESPAÑA

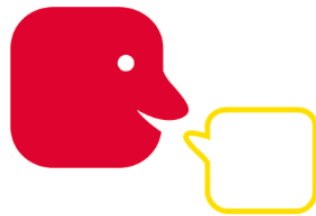
MINISTERIO  
DE EDUCACIÓN, FORMACIÓN PROFESIONAL  
Y DEPORTES



ACCIÓN  
EDUCATIVA  
EXTERIOR

# PROFEX 2 HANDBOOK

## For New Applicants



AUXILIARES DE  
CONVERSACIÓN  
Language Assistants in Spain

# 2026-2027

# PROFEX 2 HANDBOOK FOR NEW APPLICANTS

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## 1. HOW TO REGISTER ON PROFEX 2

To access Profex 2, you must first register with the Ministry's Sede Electrónica by following the steps outlined below.

### 1.1. IMPORTANT NOTICE FOR APPLICANTS WITH DUAL NATIONALITY (AT LEAST ONE FROM THE EU/SCHENGEN AREA)

Before registering on this portal, you must keep this in mind:

If you have dual nationality and one of them is from one of the member countries of the European Union or the Schengen Area, you can use this passport/**national ID number** to enter Spain without applying for a visa. It is important to decide now which **valid document** you are going to use to enter Spain if assigned a placement.

Once you have decided, you must register on this portal with the chosen passport number. Remember that to do this, you need to register with the passport number with which you want to enter Spain. **Please remember that it must be valid until at least November 1, 2027.**

The only exception is if you hold citizenship from Spain. In this case, you can only use one passport, and it cannot be the Spanish one. Please follow the instructions as if you do not have dual citizenship.

### 1.2. ACCESING THE ONLINE PORTAL

You can access PROFEX 2 at

<https://sede.educacion.gob.es/sede/login/inicio.jjsp?idConvocatoria=1994>

Following the link, you should come to this website:

The screenshot shows the login interface for the 'Sede electrónica' (Electronic Seat) of the 'Ministerio de Educación, Formación Profesional y Deportes'. The page title is 'Nuevo sistema de gestión de personal de programas en el exterior (Profex 2)'. Under the heading 'Acceso como interesado', there are two main login paths. The first path is 'Con clave' (with key), which includes a field for 'clave' and an 'Acceder' button. Below this, it lists accepted document types: '(DNIe/Certificado electrónico, Cl@ve pin, Cl@ve permanente, Ciudadanos UE)'. The second path is 'Con mi usuario de la sede electrónica' (with my user of the electronic seat), which includes fields for 'Usuario (DNI/NIE)' and 'Contraseña' (password), and an 'Acceder' button. At the bottom of the login area, there are links: 'Si no está registrado, por favor Regístrate' (If not registered, please register) and 'Incidencias: Incidencias de acceso' (Incidents: Access incidents).

If you don't have a PROFEX 2 account – click here and follow section 4: “Creating a new account on PROFEX 2”.

If you already have an account, log onto PROFEX 2 and skip section 4.

### 1.3. CREATING A NEW ACCOUNT ON PROFEX 2

**Step 1:** Click on [Regístrate](#). Then, click on [Registro de persona física](#).



You can now create your PROFEX 2 account. Remember that if you already have an account, you can skip this step.

#### Step 2

The screenshot shows the 'Registro' form with the following fields and instructions:

- Paso 1: Rellene el formulario** > Paso 2 > Paso 3
- \*Datos de carácter obligatorio**
- DATOS DEL USUARIO -**
- \*Nombre:** [Text input field]
- \*Primer apellido:** [Text input field]
- Segundo apellido:** [Text input field]
- \*Fecha nacimiento:** [Date input field]
- \*Tipo documento:** [Dropdown menu with 'Otro' selected]
- \*Nº documento:** [Text input field]
- Número de soporte/IDESP/IXESP:** [Text input field]
- \*Contraseña:** [Password input field]
- \*Repita contraseña:** [Password input field]
- \*Correo electrónico:** [Email input field]
- \*Repita correo electrónico:** [Email input field]
- \*Teléfono móvil:** [Text input field]

Yellow callout boxes provide the following instructions:

- Make sure that the personal information you enter (name, last name, and document number) is correct.
- Select "Otro" to enter your passport number (For candidates from EU countries: the identity document).
- Write in the password and repeat it on the next line.
- Make sure your email address is spelt correctly and that you will have access to it on a permanent basis. Preferably, use a personal one (a Gmail account or similar).

Additional text on the form includes: 'Este identificador se utilizará como usuario de acceso a la Sede', 'Si selecciona como Tipo de Documento DNI deberá informar el IXESP para que el Sistema pueda verificar su identidad. Ver ayuda Identidad', 'Le recordamos en tal caso, que la información introducida en los campos nombre, primer apellido y segundo apellido (en caso de estar informado) deben ser EXACTAMENTE IGUALES a los existentes en su documento de identificación.', and 'El correo electrónico y el teléfono móvil indicados se utilizarán para implementar servicios de notificación y comunicación implementados en esta sede electrónica.'

Enter your information on the online form. Please note that (\*) Asterisk-marked information is mandatory.

Make sure to follow the instructions when entering the required information.

Please DO NOT use your college or @communitymailbox.com email address. We have had considerable issues contacting candidates with these types of email addresses.

<b>What it says on PROFEX 2</b>	<b>What you have to fill in</b>
Nombre	First Name and Middle Name (if you have one)
Primer apellido	Last name
Segundo apellido	Leave blank unless you have two last names - usually in Spanish-speaking countries  *This is not a field for your middle name
Fecha de Nacimiento	Fill in your Date of Birth in the following format:  DAY (2 DIGITS) /MONTH (2 DIGITS) /YEAR (4 digits)  Make sure you use a slash
Tipo documento	Select "Otro"
Nº documento	If you are from outside the EU, use your passport number.  If you are from the EU, use your identity document.  Both types of documents must be valid and have an expiration date later than the end of your stay in Spain (November 1, 2027).  <b>DO NOT USE A NIE NUMBER.</b>
Número de soporte/IDESP/IXESP	Leave blank
Contraseña	Enter your password
Repita contraseña	Re-enter your password
Correo electrónico	Enter your email address  We strongly suggest NOT entering a college email address as many expire after graduation. Preferably, use a gmail account or similar.  *Be sure to check the correct spelling of your email address as it will be used to inform during the application process and beyond.
Repita correo electrónico	Re-enter your email address
Teléfono móvil	Phone number with the country code first.

**Step 3:** Click on the small box at the bottom of the screen to check it off. The box is to state that the information entered on the portal is true and up to date and to accept the privacy policy of the Ministry of Education. Then click on [Aceptar](#).

**DECLARACIONES**

Declaro que los datos que figuran en la solicitud de registro son ciertos, asumiendo en caso contrario, las responsabilidades que pudieran derivarse de su inexactitud y autorizando al Ministerio de Educación, Formación Profesional y Deportes la consulta de los mismos en el Sistema de Verificación de Datos de Identidad de la Dirección General de la Policía.

Le informamos que sus datos serán tratados por la Subdirección General de Tecnologías de la Información y Comunicaciones del Ministerio de Educación, Formación Profesional y Deportes (Calle Vitruvio 4, 28006 Madrid) e incorporados a la actividad de tratamiento Sede Electrónica para el registro de los ciudadanos en la sede electrónica del ministerio, para realizar trámites electrónicos de los que el ministerio es competente, comprendiendo todo el ciclo del trámite administrativo y uso del soporte de la ayuda de la sede electrónica

La licitud del tratamiento de datos está basada en el interés público y en el ejercicio de poderes públicos conferidos al responsable del tratamiento, art. 6.1 e) del RGPD (UE) 2016/679.

Los datos se conservarán durante el tiempo necesario para cumplir con la finalidad para la que se recabaron y para determinar las posibles responsabilidades.

Puede ejercer los derechos de los artículos 15 al 22 del Reglamento, ante el Delegado de Protección de Datos ([dpd@educacion.gob.es](mailto:dpd@educacion.gob.es)). Podrá hacerlo en la sede electrónica del Ministerio, presencialmente en las oficinas de registro o por correo postal. Asimismo, puede presentar reclamación ante la Agencia Española de Protección de Datos, autoridad de control en materia de protección de datos personales ([www.aepd.es/es](http://www.aepd.es/es)).

[Aceptar](#)

Click on [Aceptar](#).

**Step 4:** You will be asked to confirm the information you entered.

You can download your account info by clicking on [Datos de su Registro](#). If the information is correct, click [Confirmar](#).

**Sede electrónica**

Sede Electrónica - Ministerio de Educación y Formación Profesional

[Volver](#)

**Registro**

Paso 1 > **Paso 2: Verifique sus datos** > Paso 3

Compruebe sus datos de acceso al sistema. Tenga en cuenta que serán los mismos para cualquier trámite de la sede electrónica del Ministerio de Educación y Formación Profesional.

La contraseña es muy importante para posteriores trámites, por lo que es conveniente que la conserve. En el fichero que puede usted visualizar a continuación aparece ese dato. Conviene que lo anote, guarde o imprima.

[Datos de su Registro](#)

Si está conforme con los datos pulse "Confirmar" para quedar registrado. Pulse volver para modificarlos

**Información del usuario:**

- Nombre: [redacted]
- Primer apellido: [redacted]
- Segundo apellido: [redacted]

**Información para el acceso al sistema:**

- Usuario: [redacted]

**Información para la notificación al usuario:**

- Correo Electrónico: [redacted]
- Teléfono móvil: [redacted]

[Confirmar](#)

**Buscar trámites**

**Mis expedientes**

**Mis notificaciones**

**Mis justificantes registro electrónico**

**Ayuda**

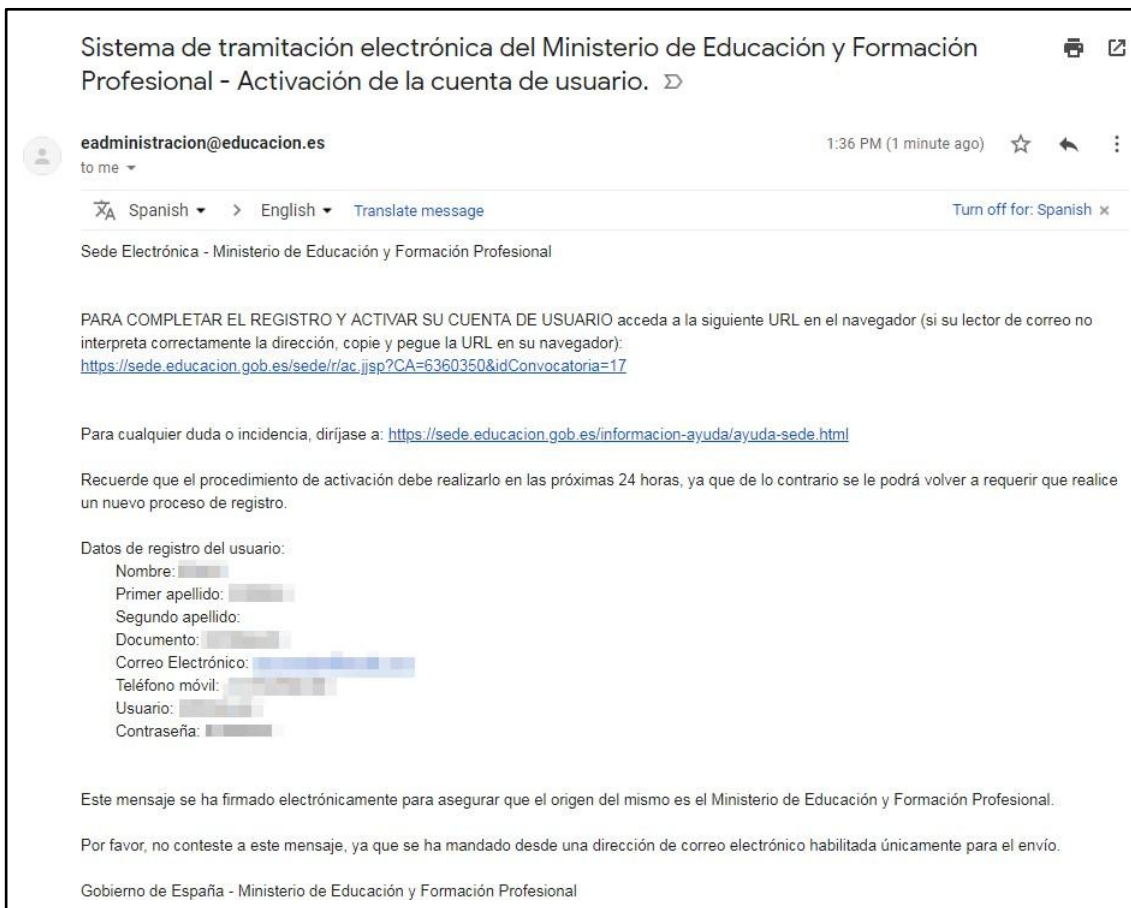
**Convocatorias próximas al cierre**

**Verificación de CSV**

Print or save the PDF document with your username and password.

Click on [Confirmar](#).

**Step 5:** You will receive a confirmation email shortly to activate your account. Please do so asap. If your account is not activated within 24 hours, you will have to register all over again.



In the email, [click on the blue link](#) to activate your account.

Once you have activated your account, we suggest you log out (“Cerrar sesión”) and log on again.

### PLEASE NOTE

If you get logged off because it's taking you a while to complete the application

Access the Sede Electrónica through the link:

<https://sede.educacion.gob.es/sede/login/inicio.jsp?idConvocatoria=1994>



Enter your username and password, then click [Acceder](#).



Click on [Acceso al trámite](#) to enter Profex 2. Ignore the blue message that says, "Usted no tiene solicitudes en este trámite" ("You have no requests in this procedure").

## 2. LOGGING ONTO PROFEX 2

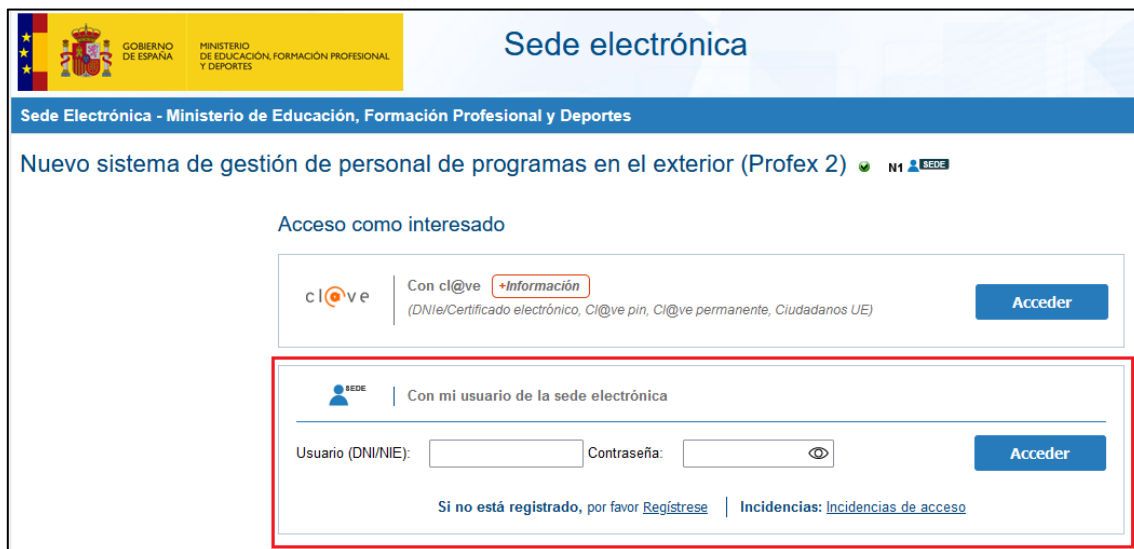
We recommend that before accessing PROFEX 2, you should clear your browser's history. Make sure that your browser has the most updated version.

If you are using a **Mac**, we recommend using the **Chrome** browser; if you are using **Windows**, please use the **Edge** browser. Otherwise, Profex 2 may give you errors and prevent you from correctly completing the application.

1. Access the [PROFEX 2 LINK](#) or directly from the [Ministry of Education of Spain website](#) clicking on

[Acceso a la tramitación en sede electrónica](#)

2. Login with the username and password that you registered with and click on [Acceder \(Enter\)](#).

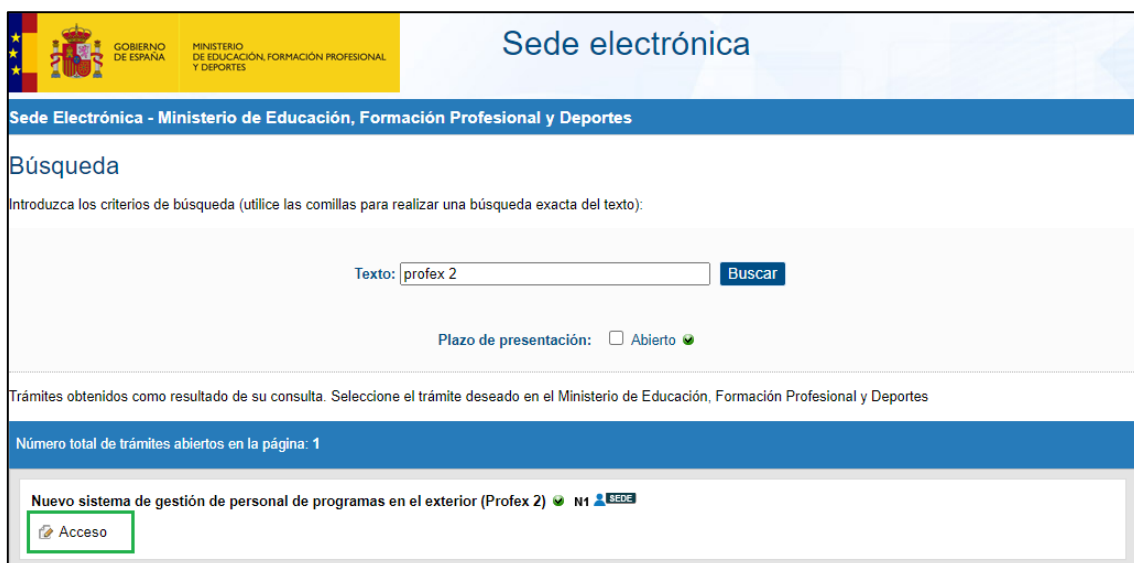
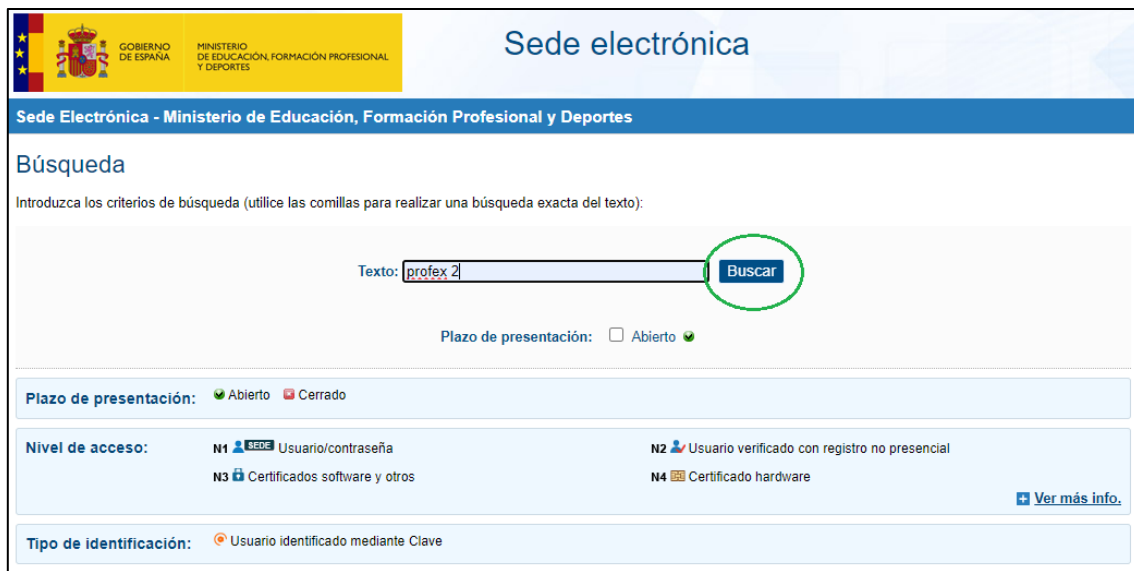


3. Click on [Acceso al trámite](#).



If you get logged off because it's taking you a while to complete the application:

Type in «PROFEX 2» in the search field of the following screen and click on «BUSCAR» (Search)



Then click on [ACCESO](#) (Log in)


It will take you back to the log in. Please log on again with your username and password.

Nuevo sistema de gestión de personal de programas en el exterior (Profex 2) 

## Acceso como interesado

 Con cl@ve [+ Información](#)  
(DNIe/Certificado electrónico, Cl@ve pin, Cl@ve permanente, Ciudadanos UE)

[Acceder](#)

 Con mi usuario de la sede electrónica

Usuario (DNI/NIE):  Contraseña:

[Acceder](#)

Si no está registrado, por favor [Regístrese](#) | [Incidencias: Incidencias de acceso](#)

### 3. COMPLETING MY PROFILE SECTION

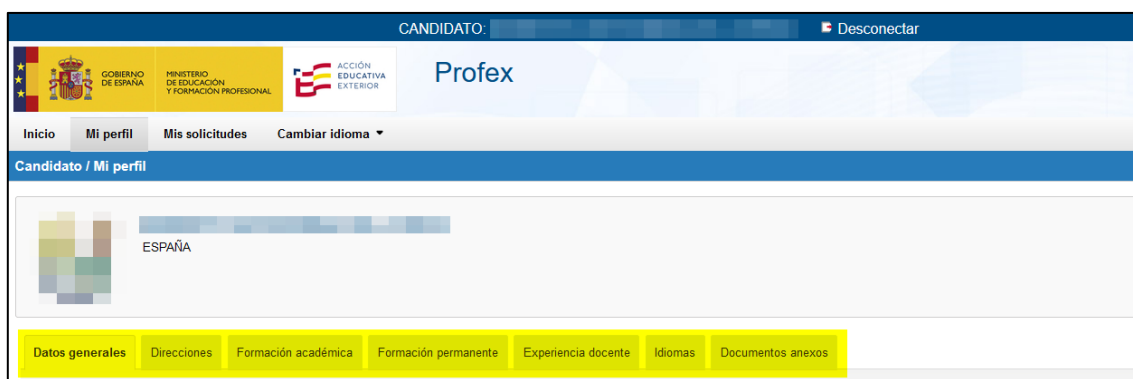
All the required documents needed to apply will be uploaded to the [Mi perfil \(My Profile\)](#) section of PROFEX 2. Please follow the instructions below.

If you already had a resume in the old version of PROFEX, review your profile in case any errors occurred during the data migration, paying special attention to the sections [Direcciones \(Addresses\)](#) (both permanent and current addresses) and [Formación académica \(Academic Background\)](#) - country and university where you studied. Please note that this information is optional and not necessary to apply.

Click on [Mi perfil \(My Profile\)](#) to display the sections that you can fill in.

You can change the language by clicking on [Cambiar idioma \(Change language\)](#).

These instructions will be using the English option.



- ✓ You do not need to complete all the sections in the **MY PROFILE** section.
- ✓ The **General Data**, **Addresses** and **Academic Training** sections are mandatory.
- ✓ You can leave the **Permanent Training**, **Teaching Experience** and **Languages** section blank. It will not affect your application.
- ✓ You do not need to upload a picture.
- ✓ You will be uploading your college diploma or transcript in the **Academic Training** section.
- ✓ Only five documents are required: a copy of your passport, your letter of recommendation, your signed statement of purpose, your college diploma or transcript and the Health Statement and Statutory Declaration. These will be uploaded to the **Attached Documents** section of the portal.
- ✓ All uploads must be in PDF format.

#### 3.1. GENERAL DATA (GENERAL INFORMATION)

In this section, fill in your general information. **It is essential to keep this information updated at all times**, especially your phone number and email address.

You must also **provide emergency contact information**. **The contact details must be for someone other than yourself (for example, a family member, partner, or a trusted person).**

To fill in or modify the information, click the [Modify \(Modificar\)](#) button at the bottom of each section.

You **do not** need to fill in the Banking Data section when applying. You will be asked to fill this section in later on, once you are in Spain and have a Spanish bank account.

**VERY IMPORTANT: Do not leave the [Nationality \(Nacionalidad\)](#) box blank**, as PROFEX 2 will not allow you to apply if left blank. You will not receive a placement. Once you have written in your nationality **YOU WILL NOT BE ABLE TO CHANGE IT**. (You will have to contact the program managers.)

### 3.2. ADDRESSES

Indicate your permanent and current residential addresses in this section. If both are the same, click [Same as Permanent \(Iguual que la permanente\)](#), and the information will be copied automatically.

To fill in or modify the information provided, click the [Modify](#) button at the bottom of each section.

### 3.3. ACADEMIC TRAINING (EDUCATION)

Enter the information related to your **college education or above** (bachelor's degrees, master's degrees, and/or PhD).

Below are some terms used on the portal that may be confusing and their meaning:

Center = Name of your college

Academic certificate = Transcript

Degree file = Degree

Remember to upload a copy of both sides of the degree and/or the personal academic certification (transcript).

All documents provided must be **OFFICIAL** (issued and signed by the college which you attend/attended), **COMPLETE** (with all its pages), and relevant to the degree you are submitting.

**You must repeat this process for each degree you are submitting.**

In this section, you must upload your first required document to apply to the program: Your **official transcript or college degree**.

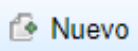


### 3.4. PERMANENT TRAINING, TEACHING EXPERIENCE AND LANGUAGES

Please leave these sections blank. They are not mandatory to apply and will have not any bearing on your application.

### 3.5. ATTACHED DOCUMENTS

Here you will be able to check all the files you have uploaded to the different sections of your profile, as well as adding other documents you may be asked to upload further along in the process.

Here you will upload **your letter of recommendation, your statement of purpose, your copy of your passport and your health statement** required to apply to the program.

- Click on  **Nuevo** to fill in the required fields.
- Click on  to delete.
- Click on  to make any changes to the information already entered.

**ATTENTION DUAL CITIZENS WITH EU CITIZENSHIP:** You will need to upload copies of your **2 passports**. A copy of your EU passport if you have decided to use this one to enter Spain to avoid applying for a visa and a copy of your other nationality in order to be eligible for the program.

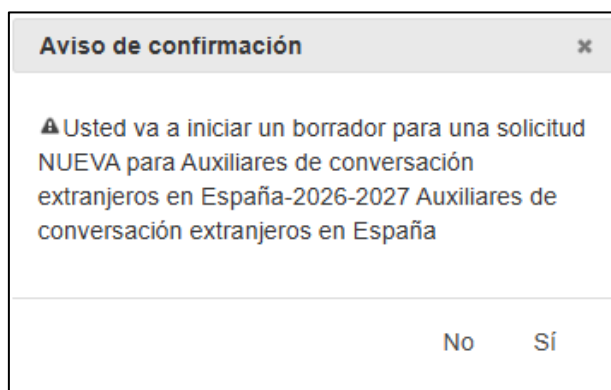
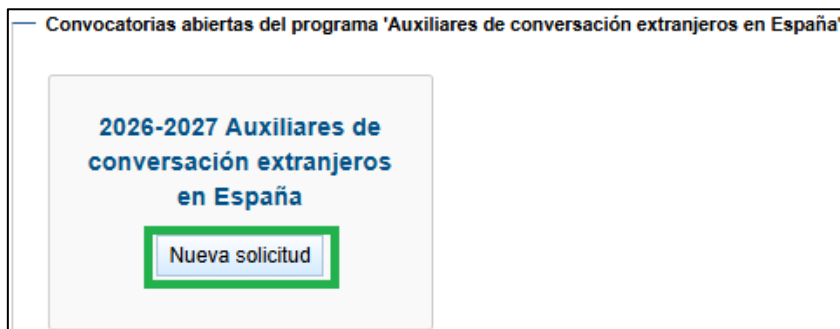
## 4. CREATING AND SUBMITTING AN APPLICATION

Remember that before creating and submitting an application, you must fill in the MY PROFILE section on PROFEX 2 and **upload all the required documents**.

### 4.1. GENERAL REQUIREMENTS

To create an application, click on [Inicio \(Home\)](#), and then on the [New Application \(Nueva solicitud\)](#) button in the box indicating the year and name of the application cycle: [2026-2027 Language Assistants in Spain \(Auxiliares de conversación extranjeros en España\)](#).

**\*\*PLEASE NOTE that this button will not work until the application cycle is open**



The application will open in the [Requisitos/Requirements](#) section of the application. You must check off the requirements you meet by selecting the [Sí \(Yes\)](#) option.

The blue box located below some of the requirements **will provide relevant information** concerning that specific requirement, in reference to the documents that you need to submit.

Requisitos Datos de interés Destinos Resumen

1. Tener nacionalidad de alguno de los siguientes países: Australia, Brasil, Bulgaria, Canadá, China, Dinamarca, Estados Unidos de América, Filipinas, Finlandia, Fiji, Hungría, India, Islas Salomón, Luxemburgo, Marruecos, Noruega, Nueva Zelanda, Países Bajos, Polonia, Portugal, República Checa, Singapur, Suecia, Tonga, Túnez, Vanuatu.

**Información**  
El requisito es obligatorio

Documento justificativo  
Seleccione...

1. Open the drop-down menu and select the required document. Remember that you must have uploaded it previously on the MY PROFILE section.

Seleccione del menú desplegable una copia escaneada de la página del pasaporte donde aparecen los datos personales y la fotografía. El documento deberá adjuntarse en formato PDF con un tamaño máximo de 10MB.

Cumple el requisito  
Sí No

2. Check **Yes/Sí** to select the requirements.

2. Tener un título universitario o ser estudiante universitario al menos de segundo curso.

**Información**  
El requisito es obligatorio

Documento justificativo  
Seleccione...

Seleccione del menú desplegable la copia escaneada del título universitario o de la Certificación Académica Personal (Official Transcripts).

Cumple el requisito  
Sí No

You must select the documents you have previously uploaded to your PROFEX 2 profile. As a reminder, the documents are the following:

- A copy of your **valid passport**
- Your **college degree or official transcript**
- Your **signed statement of purpose**
- Your **letter of recommendation**
- **Health Statement and Statutory Declaration**, available on the Program [website](#) in [Spanish](#), [English](#) and [French](#).

7. Disponer de un certificado negativo de delitos de naturaleza sexual.

**Información**  
El requisito es obligatorio

Cumple el requisito  
Sí No

Click **Save/Guardar** when you have finished including the documents or want to continue with the application at a later time.

Guardar

You will also need to declare that you meet certain requirements that do not require documentation.

- Being of **legal age** to participate in the program.
- **Not having any illness that would prevent you from performing your duties** as a language assistant during the entire academic year.
- **Having a clean Certificate of Sexual Offenses** (issued by the office of the Spanish Registry of Sex Offenders) - you do not need to have it now; you can request it later on, once you are in Spain. This is required to be in a Spanish classroom.

When you have finished, click **Save/Guardar** at the bottom, then go to the top and click on the tab labeled **Datos de interés /Other relevant information** to continue with the application

When you have finished, click **Datos de interés/Other relevant information** to continue.

## 4.2. INTEREST DATA (OTHER RELEVANT INFORMATION)

In this section, you will provide the following information:

- Select the international organization or Education Office of the Embassy of Spain through which you are participating. (Please refer to the last section in this handbook- International Organizations or Education Offices of Spain).
- The language you are going to teach.
- If your partner/friend is also applying to the program, please provide us with their passport number and complete name field as follows: Document, Last Name, First Name (for example: 1234A Smith, John). Your partner/friend needs to do the same on their application. **Both applications need to be submitted at the same time to try to ensure being placed together. It is never guaranteed as it depends on many variables.**
- Information concerning any relevant special needs you may have for placements.
- The type of school placement you wish to be assigned to, the population size of the town/city where you are placed.

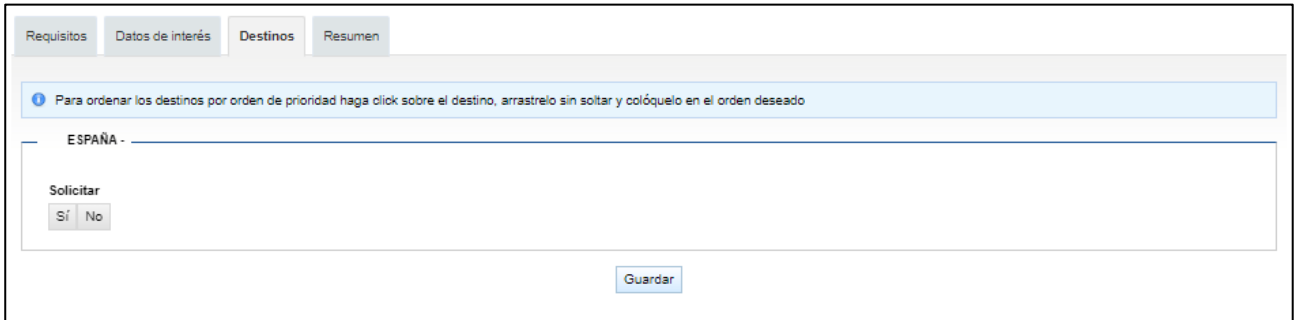
**Please keep in mind that every effort will be made to accommodate your selections but that these choices are not guaranteed. They are subject to the needs of the regional education offices and the schools.**

You are required to answer certain fields in this section.

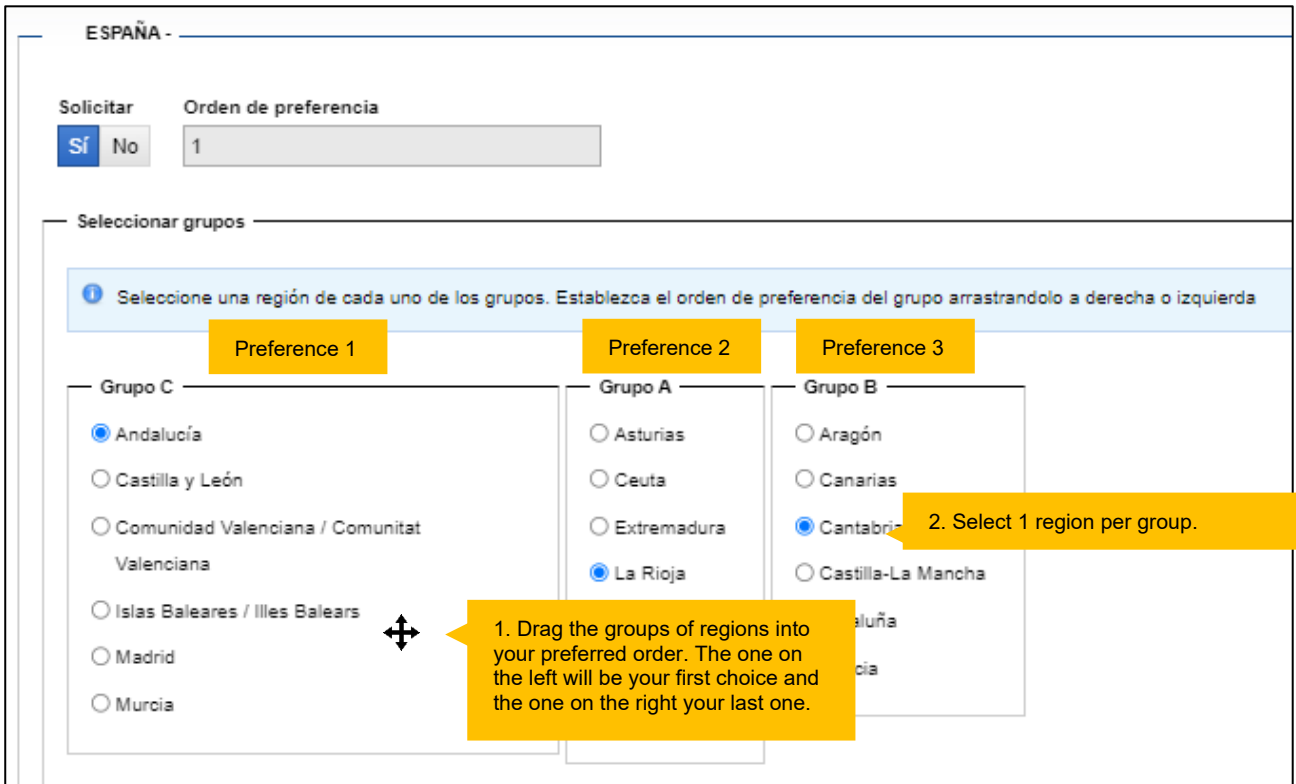
When you have finished, click **Save/Guardar** at the bottom, then go to the top and click on the tab labeled **Destinos (Placements)** to continue with the application.

### 4.3. DESTINATIONS (PLACEMENTS)

Next you must select your placement choices. There is only one country you can choose – España. Click **Sí** and the window with the three groups of regional education offices will open.



You need to choose one region in each group and place each group from left to right. The selection placed on the left will be your first choice and the farthest to your right will be your last one. To select the different regional placements in order of preference, click on your first preferred placement and drag it to the left. Then your second, also moving it the left and finally, your third option.



Remember that you must always click on **Save/Guardar** at the bottom to keep all the changes made. Then go to the top and click on the tab **Summary(Resumen)** to continue with the application

#### 4.4. SUMMARY

In the SUMMARY section, you will be able to review all the fields of the application before submitting. The **completed** fields will be marked with ✓ and the **empty ones** with ✗.

The screenshot shows the 'Summary' tab of an application form. At the top, there are four tabs: 'Requirements', 'Interest data', 'Destinations', and 'Summary'. Below the tabs, the section is titled 'Requisitos'. There are seven numbered requirements listed, each preceded by a green checkmark (✓). The requirements are: 1. Nationality from a list of countries (Germany, Australia, Austria, Belgium, Brazil, Bulgaria, Canada, China, Ivory Coast, Denmark, United States, Philippines, Finland, France, Hungary, India, Ireland, Italy, Luxembourg, Malta, Morocco, Norway, New Zealand, Netherlands, Oceania countries (Fiji, Solomon Islands, Tonga, and Vanuatu), Poland, Portugal, United Kingdom, Czech Republic, Singapore, Sweden, Switzerland, and Tunisia). 2. Have a bachelor degree or be enrolling in a bachelor's programme. 3. Be of legal age (having turned 18 before January 1, [year]) and be under 60 years old as of January 1, [year]. 4. Not suffer from any illness that would prevent the performance of duties as a language assistant during the academic year. 5. Provide a signed letter of intent. 6. Submit a letter of reference or report from a teacher or employer, dated no earlier than September [year]. 7. Have a negative certificate of sexual offenses.

If there were to be an issue in any section, **the application will highlight it in red text**, indicating that it is mandatory information and must be filled out to process the application (*Obligatorio para poder tramitar la solicitud*). To proceed, you must return to the applicable tab of the application and edit it.

A close-up of requirement 5: ✗ 5. Provide a signed letter of intent. Below the requirement, there is a red highlight box containing the text: Obligatorio para poder tramitar la solicitud.

Once the section is modified and corrected, it will appear with a green check.

A close-up of requirement 5: ✓ 5. Provide a signed letter of intent.

\*\*Please note that some information may appear with an **✘** if it is blank. Do not worry; it is not incorrect. It simply indicates a blank field and **will allow you to continue and complete the application**

✓ 1. Which language do you wish to teach?  
Opciones seleccionadas: a. English

✓ 2. Are you planning to travel to Spain with your partner/spouse/family member(s)?  
Opciones seleccionadas: a. No

✘ 3. 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.

You will also be able to check the groups and regions you have requested in the **Destinations** section. Remember, **regions are arranged from left to right in order of your preferences.**

Destinos solicitados

✓ ESPAÑA

Grupos

Grupo B: Cantabria      Grupo A: La Rioja      Grupo C: Andalucía

**Remember to check all the information carefully;** you can modify the information while the application is in **Draft (Borrador)** status. When you are sure that your application is correctly filled out, click on **Presentar solicitud (Submit application)** at the bottom. A confirmation prompt will appear, showing the selected regions in order of preference, and if you click **Sí** the submission process will be complete, and your application will go to **En revision/Under Review** status. If you click on **No**, the application will return to the Summary tab.

Presentar solicitud    Anular borrador

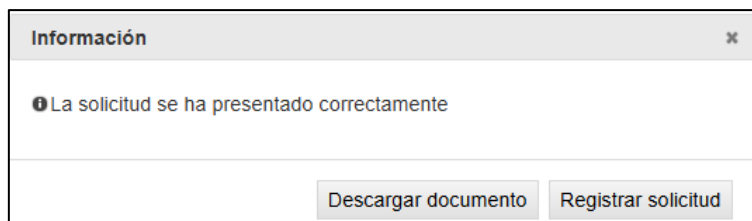
Aviso de confirmación ✕

▲ Los destinos que ha solicitado en orden de preferencia han sido:

1 ESPAÑA  
Grupos  
Grupo B: Canarias  
Grupo C: Castilla y León  
Grupo A: Extremadura


Una vez presentada la solicitud no se podrá modificar. ¿Seguro que quiere continuar?


No    Sí



You can download the application PDF under [Descargar documento](#). Do not click on [Registrar la solicitud](#); an error message will appear (don't worry, your application will correctly remain in the [En revisión](#) status).

**To check the status of your application**, please go to the [Mis solicitudes \(My applications\)](#) section of your PROFEX2 profile. You will see the name of the application cycle, your application number, and your application status.

By clicking on  you will be able to view the sections you have filled out.


By clicking on  you will be able to download a copy of a summary of your application in PDF for your records.

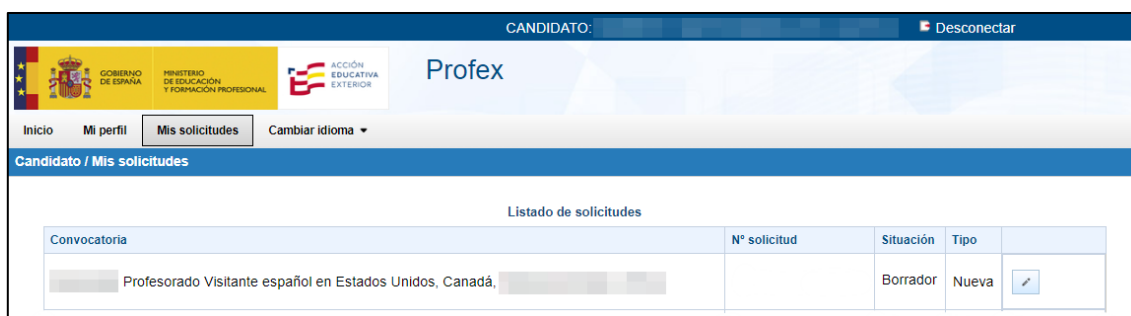
Auxiliares de conversación extranjeros en España	24AEXT0421000001	En revisión	Nueva		
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**We recommend downloading and saving the PDF summary of your application for your records.**

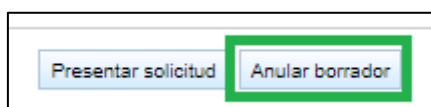
## 5. APPLICATION IN DRAFT STATUS

Always remember **to save the changes made** as you progress in your application. By doing so, the application will remain in draft status, and you will be able to continue completing it at any time (as long as it is while applications are open). You will not be able to submit an application after the closing date of applications.

To resume an application you have already started, simply click on the [Mis solicitudes \(My applications\)](#) tab in the top menu and then on the  to the right of the application.



**If you would like to delete a draft application** and start over, go to the bottom of [Summary](#) and click on [Anular borrador](#). You can begin your new application in the [Inicio \(Home\)](#) section.



You may also delete your application once submitted **while the application period is still open** and begin a new one. Keep in mind that, in this case, **the application number will be a higher number**.

To delete your application, go to the bottom of the **Summary** section and click on **(Anular borrador ) Cancel Draft**.

## 6. APPLICATION REVIEW

As soon as you correctly submit your application, your status will **automatically go to Under Review/ (En revisión)** status. This allows for the review of your application and that you have correctly submitted the required documents.

Once reviewed, your application may change to the following statuses:

- **Admitted (Admitida):** Your paperwork is in order, and you have correctly provided the required documentation.
- **Excluded (Excluida):** You do not meet one of the requirements or there may be issues that may have come up and have not been corrected.

You can **check the status of your application** at any time in the **Mis solicitudes (My applications)** tab on PROFEX 2. **Regularly check your email inbox or junk folder** as you will receive messages informing you about the progress of your application or alerts to inform you that a required document is missing. **Please follow the instructions provided closely**

During the application review, you may receive an email with an expiration date. This expiration date only refers to the email in itself. It has nothing to do with your application.

## 7. HOW TO MODIFY YOUR APPLICATION

If you are missing any mandatory documents for your application to be admitted, you will receive a notification in one of two possible ways:

- If you receive an email from [auxiliares.extra@educacion.gob.es](mailto:auxiliares.extra@educacion.gob.es), [auxiliares.conv@educacion.gob.es](mailto:auxiliares.conv@educacion.gob.es), or from an Education Office advisor, **you must follow step '7.1 Via email' in this section.**
- If you receive it from [eadministracion@educacion.gob.es](mailto:eadministracion@educacion.gob.es), **you must follow step '7.2 Via Profex 2' in this section."**

### 7.1. VIA EMAIL

When the Program managers review your application, they may notice **that you have missed** a mandatory document or that the document you provided **is incorrect**. In this case, they will send you an email indicating which documents are missing and will request you to submit the proper documentation.

Your application status will not change from **Under Review (En Revisión)** to **Admitted (Admitida)** until you provide the required documentation and notify them by replying to the email sent by the managers.

#### 7.1.1. ACCESSING PROFEX 2

If you are using a **Mac** computer, it is recommended to use the **Chrome** browser, and if you have a computer with Windows, please use the **Edge** browser. This will prevent Profex 2 from encountering issues when uploading files.

Before accessing Profex 2, it is advisable to always clear browsing data in the browser to ensure you are using the latest version of the application.

1. Go to the [2026-2027 call/announcement website](#) and click on the button

[Acceso a la tramitación en sede electrónica](#)

2. Enter your username and password and click on [Acceder \(Access\)](#).

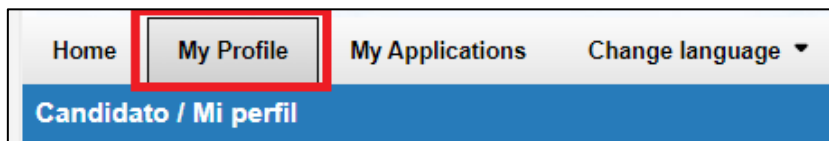


3. Click on [Acceso al trámite \(Access to Procedure\)](#) to enter Profex 2.



### 7.1.2. CORRECTING THE REQUIRED DOCUMENTS

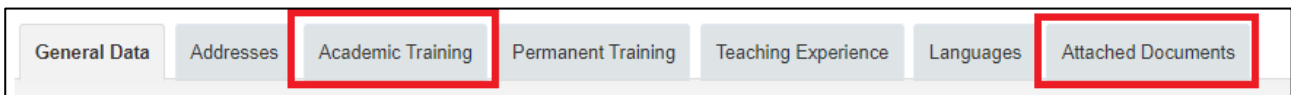
The email you receive will outline all the reasons. **Once you have revised all the issues and have the correct documents**, upload the documents to the appropriate sections of the Profex 2 profile. Click on [My profile](#).

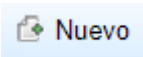



Upload the documents to the correct section.


If the required document is the academic certification/transcript, you should do so in the [Academic Training](#) section.

If the documents are motivation/recommendation letters, passports, or the School Evaluation Report (only if you are a renewing candidate), you should do so in the [Attached Documents](#) section.



To include a new document, click on  **Nuevo** and fill in all the necessary fields. If you need to

replace a previously submitted document, click the [Modify](#)  button located at the far right of each record and change the file, never delete it.

It is advisable to verify that the (new) submitted document can be viewed correctly. You can do this by clicking the button  to download and verify it. It is recommended that the file name does not contain special characters (accents, commas, etc.).

**If you encounter any issues** when uploading or replacing a document in the [Academic Training section](#), you can upload it directly in the [Attached Documents](#) section.

Once the corrected documents have been replaced/included in the Profex 2 profile, reply to the email you received to inform them that the required documents have been uploaded. The Program manager will review it and, if everything is correct, will change your application status to [Admitted \(Admitida\)](#).

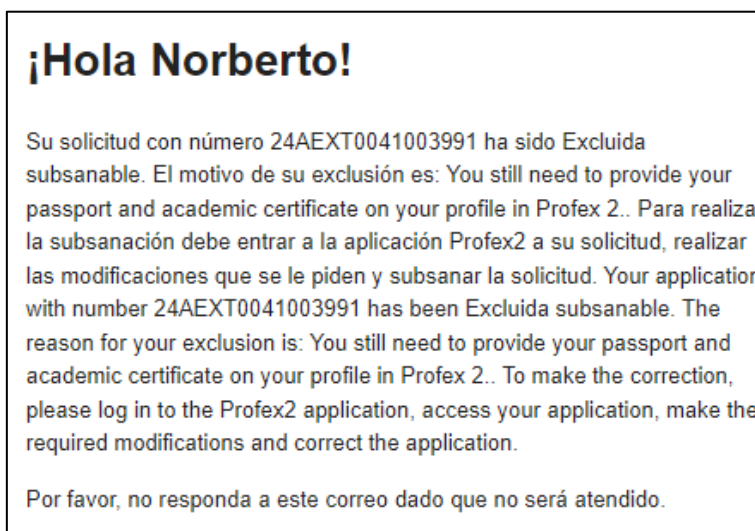
## 7.2. VIA PROFEX 2

Upon reviewing your application, **the reviewers may notice that a required document is missing or that the document you have handed in is not the correct one.** In these cases, your application will be marked as [Excluida subsanable \(excluded remediable\)](#) and you will be asked to **provide the correct documentation.**

### 7.2.1. EMAIL NOTIFICATION

You will receive an email from [eadministration@educacion.gob.es](mailto:eadministration@educacion.gob.es). Please check your email regularly, including the spam/junk folder.

This email will briefly inform you that your application is missing a document or documents and will instruct you to go to your application on Profex 2, correct/complete the documents in your profile, and finish the process to resubmit your application.



**The email will state the deadline that you have to correct the application: 20 calendar days.**

Please follow these instructions carefully at all times

### 7.2.2. ACCESSING PROFEX 2

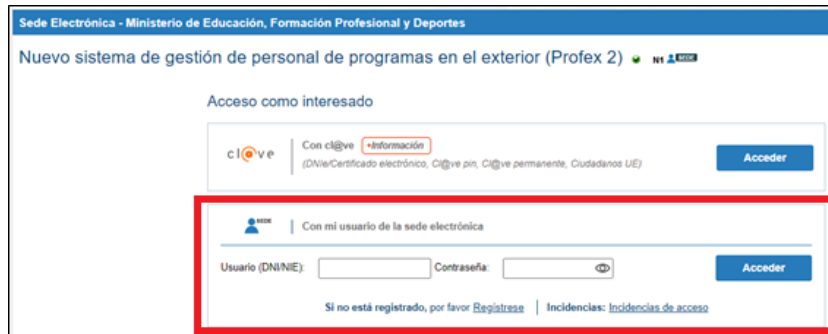
If you are using a [Mac](#) computer, it is recommended to use the [Chrome](#) browser, and if you have a computer with Windows, please use the [Edge](#) browser. This will prevent Profex 2 from encountering issues when uploading files.

Before accessing Profex 2, it is advisable to always clear browsing data in the browser to ensure you are using the latest version of the application.

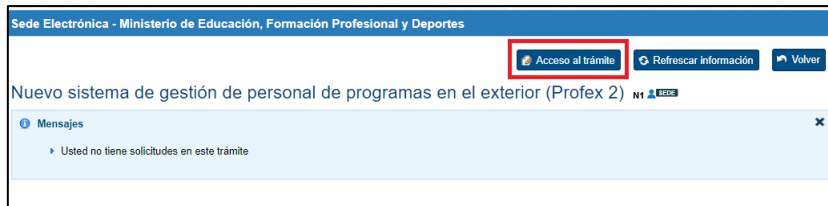
4. Go to the [2026-2027 call/announcement website](#) and click on the button

[Acceso a la tramitación en sede electrónica](#)

5. Enter your username and password and click on [Acceder \(Access\)](#).

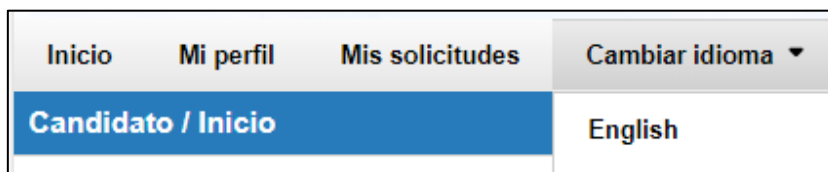


6. Click on [Acceso al trámite](#) (Access to Procedure) to enter Profex 2.

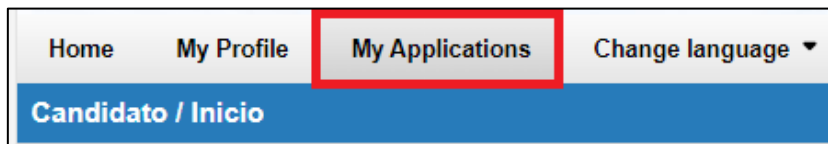



### 7.2.3. CHECKING NOTIFICATIONS IN THE APPLICATION



When accessing Profex 2, remember that **you can change the platform language** to Spanish, English, or French.



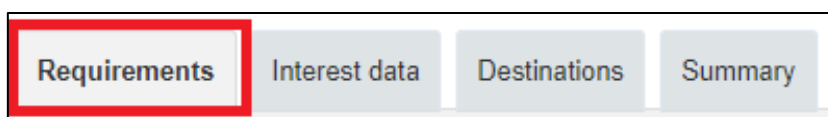
Click on [My Applications](#).



You will see your application and its current status. Click on  to enter the application.

2024-2025 Auxiliares de conversación extranjeros en España	24AEXT0041003991	Excluida subsanable	Nueva	 
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In [Requirements](#), you will be able to see the sections where it is required to provide documents.



In the section(s) that require correction, **there will be a yellow alert indicating exactly what is missing** in that section and **how to resolve it**.

1. Tener nacionalidad de alguno de los siguientes países: Alemania, Australia, Austria, Bélgica, Brasil, Bulgaria, Canadá, China, Costa de Marfil, Dinamarca, Estados Unidos, Filipinas, Finlandia, Francia, Hungría, India, Irlanda, Italia, Luxemburgo, Malta, Marruecos, Noruega, Nueva Zelanda, Países Bajos, países de Oceanía (Fiyi, Islas Salomón, Tonga y Vanuatu), Polonia, Portugal, Reino Unido, República Checa, Singapur, Suecia, Suiza y Túnez.

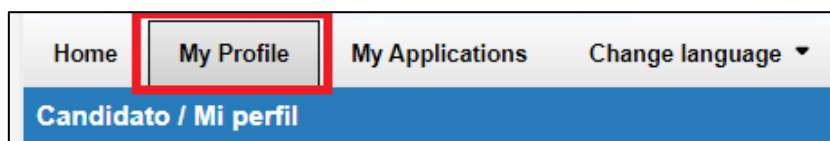
**Revisión administrativa**

The provided passport is not valid. You must upload a PDF file of your valid passport in the Attached Documents section of your Profex 2 profile. Once this is done, return to the application, select the new document from the dropdown menu, and rectify the application from the SUMMARY tab.

## 7.2.4. CORRECTING THE REQUIRED DOCUMENTS

### 7.2.4.1. ON THE PROFEX 2 PROFILE

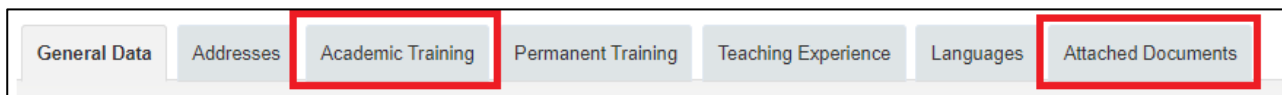
**Once you have revised all the issues and have the correct documents**, upload the documents to the appropriate sections of the Profex 2 profile. Click on [My profile](#).

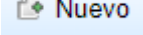



Upload the documents to the correct section.


If the required document is the academic certification/transcript, you should do so in the [Academic Training](#) section.

If the documents are motivation/recommendation letters, passports, or the School Evaluation Report (only if you are a renewing candidate), you should do so in the [Attached Documents](#) section.



**To include a new document**, click on  **Nuevo** and fill in all the necessary fields. If you need to

**replace a previously submitted document**, click the [Modify](#)  button located at the far right of each record and change the file, never delete it.

**It is advisable to verify that the (new) submitted document can be viewed correctly**. You can do this by clicking the button  to download and verify it. It is recommended that the file name does not contain special characters (accents, commas, etc.).

**If you encounter any issues** when uploading or replacing a document in the [Academic Training section](#), you can upload it directly in the [Attached Documents](#) section.

Once the corrected documents have been replaced/included in the Profex 2 profile, go to the application. You can return to it by clicking on [My Applications](#) and selecting your application.

### 7.2.4.2. ON THE APPLICATION

Click on the dropdown menu in the sections where you need to select the necessary document and choose the new document. **Repeat this process for each section that needs correction.**

1. Have nationality from one of the following countries: Ireland, Italy, Luxembourg, Malta, Morocco, Norway, Netherlands, Sweden, Switzerland, and Tunisia.

**Revisión administrativa**  
The provided passport is not valid. You must upload a new document from the dropdown menu, and rectify the information.

Justification document

passport x ▲

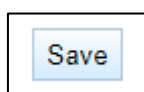
informe renovación

passport

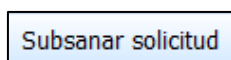
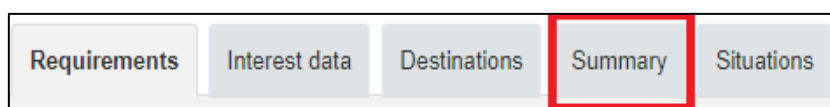
Cumple el requisito

Yes No

**Remember to always save the changes** by clicking on the [Save](#) button located at the bottom of the application.



To complete the modifications, go to the [Summary](#) tab and click on the [Subsanar solicitud \(Correct the application\)](#) button at the bottom. A popup window will appear asking you to confirm the correction. **If you click no**, it will return you to the application to review whatever you consider appropriate. **If you click yes**, a confirmation window will appear that you must accept.



**Aviso de confirmación** x

Una vez subsanada la solicitud no se podrá modificar. ¿Seguro que quiere continuar?

No Sí

**Información** x

La solicitud se ha subsanado correctamente

Aceptar

If you accept the second message, the application takes you to the [My Applications](#) tab, where you can verify that the application has changed to the [Subsanada](#) (corrected) status. The reviewers will be able to access your application and review the new documents. **If everything is correct, your application will change to the [Admitida](#) status.**

## 8. INTERNATIONAL ORGANIZATIONS OR EDUCATION OFFICES OF SPAIN

In the Interest Data section, you must select the organization through which you are applying to the program. It is important that you indicate this correctly, especially in the case of applicants who have dual nationality and, especially, when at least one of those nationalities is a member of the European Union and/or the Schengen Area countries.

- NALCAP (USA)
- NALCAP (Canada)
- Australia – Education Office of Spain in Australia
- Brazil - Education Office of Spain in Brazil
- Bulgaria - Education Office of Spain in Bulgaria
- China - Education Office of Spain in China
- Côte d'Ivoire - Education Office of Spain in Ivory Coast
- Czechia - Education Office of Spain in the Czech Republic
- Denmark, Finland, Iceland, Norway and Sweden - Education Office of Spain in Sweden
- Fiji/Tonga - Education Office in New Zealand
- Hungary - Education Office of Spain in Hungary
- India - Education Office of Spain in India
- Malta - Ministry of Education, Directorate for Quality and Standards in Education
- Morocco - Education Office of Spain in Morocco
- Netherlands/Luxembourg - Education Office of Spain in the Netherlands
- New Zealand - Education Office of Spain in New Zealand
- Philippines - Education Office of Spain in the Philippines
- Poland - Education Office of Spain in Poland
- Portugal - Education Office of Spain in Portugal
- Singapur - Education Office of Spain in Singapur
- Solomon Islands/Vanuatu - Education Office of Spain in Australia
- Thailand - Education Office of Spain in Thailand
- Tunisia - Education Office of Spain in Morocco