

HOW TO REGISTER ON THE MINISTRY OF EDUCATION ONLINE PORTAL PROFEX 2

1. ABOUT PROFEX 2

PROFEX 2 is an online portal designed for submitting applications for international programs sponsored by the Ministry of Education of Spain. It can get tricky at times because it is used for different programs with different requirements.

Please follow these instructions step by step.

2. 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 to enter Spain without applying for a visa. It is important to decide now which passport 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.

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.

3. ACCESSING 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:

Sede electrónica

Sede Electrónica - Ministerio de Educación, Formación Profesional y Deportes

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 [Regístrate](#) | Incidencias: [Incidencias de acceso](#)

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.

4. 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

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.

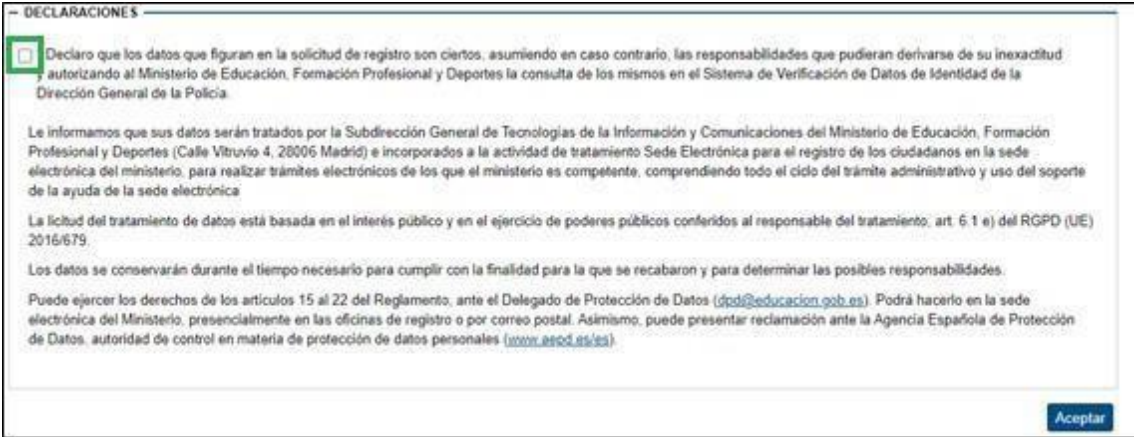
Please DO NOT use your college or @communitymailbox.com email address. We have had considerable issues contacting candidates with these types of email addresses.

What it says on PROFEX 2	What you have to fill in
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 (June 2026).
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.
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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](#).



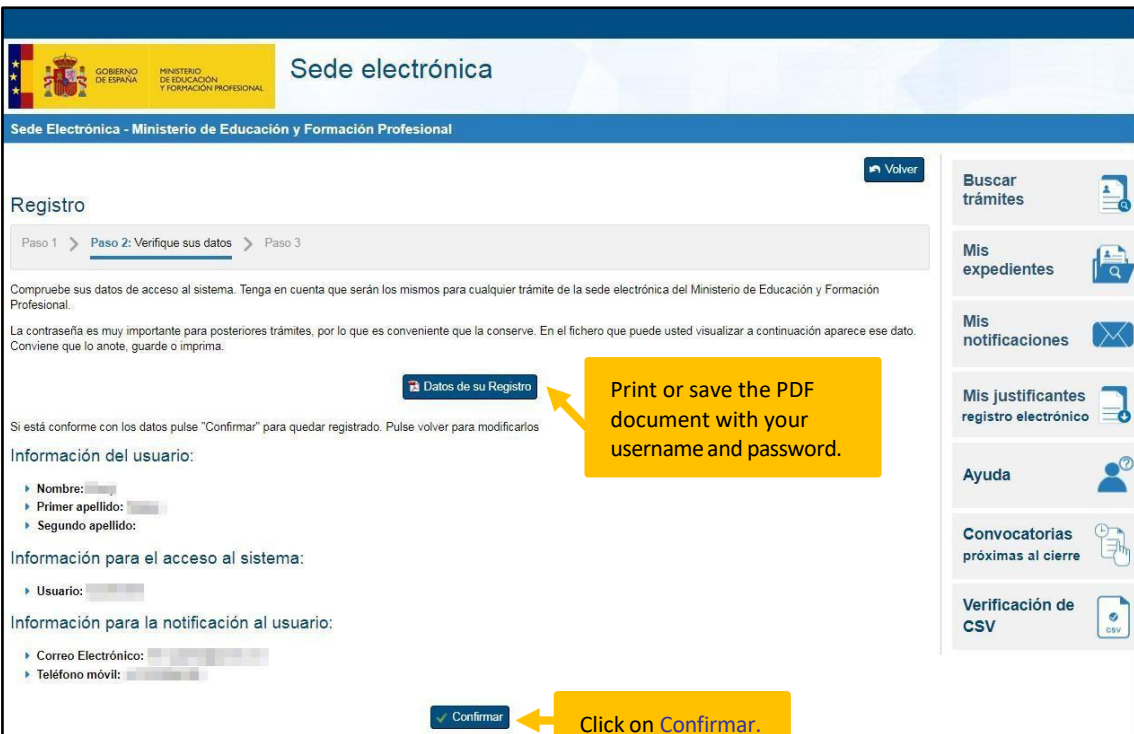
Click on [Aceptar](#).

Step 4

You will be asked to confirm the information you entered.

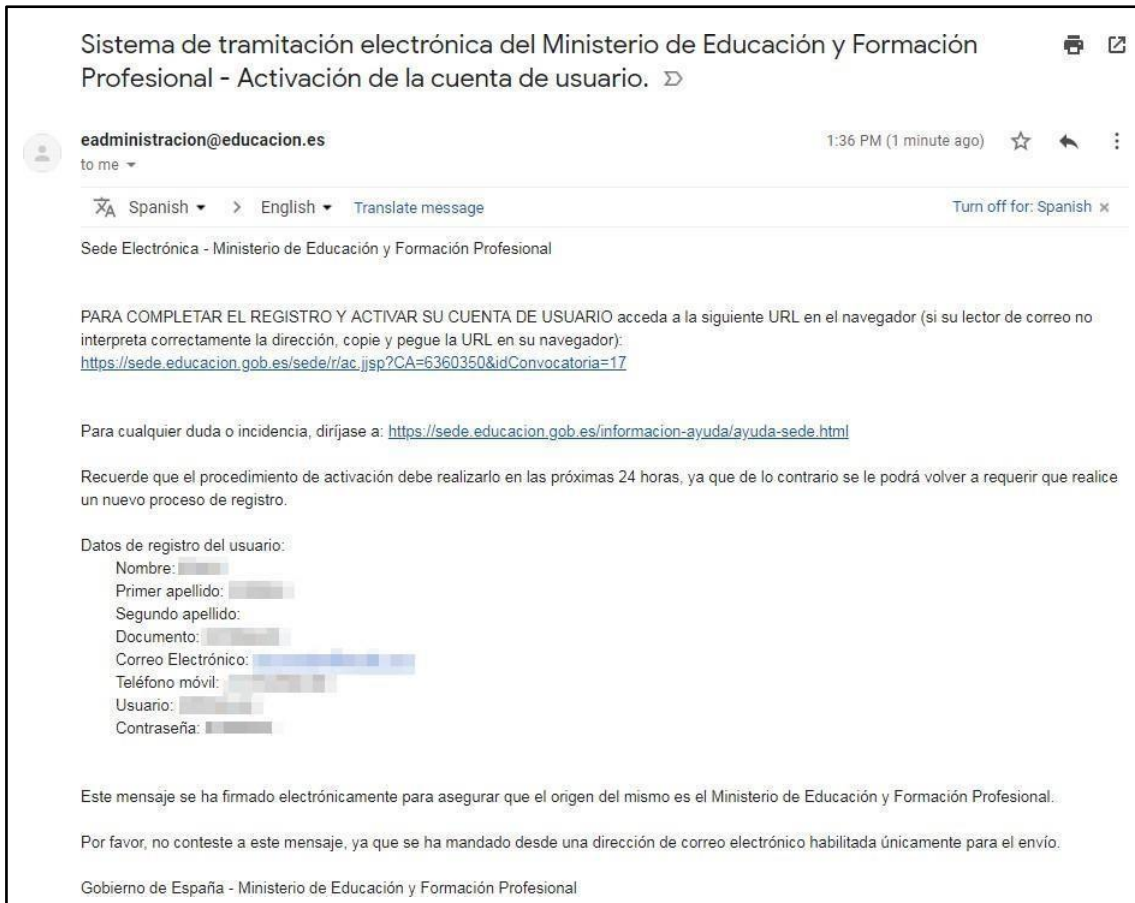
You can download your account info by clicking on [Datos de su Registro](#).

If the information is correct, click [Confirmar](#).



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.

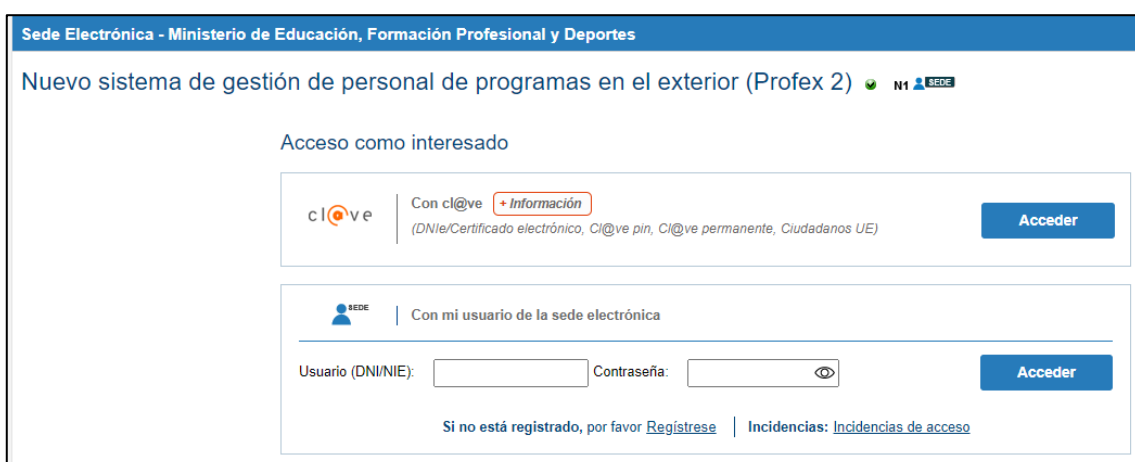
Once you have activated your account, we suggest you log out ("Cerrar sesión") and log on again.

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").