



WHAT HAPPENS IF YOU NEED TO RENEW YOUR PASSPORT AND YOU HAVE AN OLD ONE ON PROFEX?

One of the application requirements for your application to the Language Assistant's Program in Spain is that your passport must be valid through November 1, 2027. Accordingly, all passports whose expiration date **is earlier** than this date must be renewed before submitting your application.

***Please note that using your NIE to apply to the program is not valid — only a passport number is accepted.**

If for unforeseen circumstances, you are in the process of renewing your passport while the application period is open, submit your application with your current (old) passport number in PDF format. Once you receive your new (renewed) passport, it is essential that you **immediately** update the old passport number with the new one. Failure to do so may result in problems with your visa application or with applying for or renewing your residency card (TIE).

To update your passport information, follow these instructions on the PROFEX 2 portal:

1. Log into PROFEX 2 and upload a scanned copy of your new passport in PDF format onto the DOCUMENTOS ANEXOS section of PROFEX 2
2. Email auxiliares.extra@educacion.gob.es confirming that you have uploaded the copy of your passport.
3. Wait for an email confirmation from this address and further instructions.

Keep in mind that **your username** on Profex 2 is **your passport number**, so it is extremely important to keep this information updated in order to be able to access Profex 2. In addition, and more importantly, this updated information is essential for **matters related to Visa or TIE applications**.

Your new passport must be updated on your PROFEX profile in order for you to be assigned a placement. **You will be skipped over placement assignments if your profile is missing any required information.**