



**AUXILIAR DE CONVERSACION**  
**LANGUAGE AND CULTURE ASSISTANTS**  
**SCHOOL YEAR 2024-2025**

Please read this information carefully

Successful candidates for the language Assistant Programme are eligible for a **student visa**. This means that the post of language assistant is regarded as a scholarship. Once you have received an official notification of having been selected for the Program (letter of appointment), you need to apply for a Spanish Visa (National visa) at the relevant Spanish Consulate or Embassy in Australia.

**REQUIREMENTS:**

- 1- **Proof of residence** in Australia in the jurisdiction where the application is lodged. (photocopy of driver's licence/ student card or similar).
- 2- **Acceptance letter (Nombramiento)** from the School/ Association/ Institution detailing conditions of agreement.
- 3- **Original and photocopy of passport** (minimum validity, 90 days after your foreseen date of departure from Spain or from any of the countries of the European Union) and at least two blank pages.
- 4- **Application form** duly completed and signed with a photocopy of this form and one passport-type photograph glued to each of the applications forms.

Please do not forget to include your email address on the visa application form as this Consulate will communicate with applicants via e-mail only.

- 5- **Flight itinerary** with a return flight (you do not need to buy the actual ticket, just the reservation is sufficient).
- 6- A non-refundable **visa fee** of \$710. Payment is accepted by money order only

Without this payment a visa cannot be processed. Fees are subject to change without notice. For updated information, contact the corresponding authority. Money Orders to be made payable to: Consulate General of Spain

- 7- A4 size Registered envelope or an A4 Express post envelope with your name and address on it to return your documents.

Please note that stays of under 180 days are **not** extendable.

**NOTES:** Please note that the visa Fee is subject to change without prior notice.  
Being in possession of a visa does not guarantee automatic entry as you will be subject to border control.  
Additional documentation may be requested at any time throughout this process.



**ONLY FOR STAYS OVER 180 DAYS (6 MONTHS) THE FOLLOWING MUST ALSO BE INCLUDED:**

- a) **Medical certificate** stating the following “Mr./ Ms. (Applicant’s name) does not suffer any illness or disease that can constitute a public health risk as stipulated in the International Health regulation of 2005 and is fit to travel.”

This certificate cannot have been issued more than three months before you submit the application. No special form is required.

- b) Original and photocopy of **Australia wide National Police Certificate based on a Name and Fingerprints check (obtained from the Australian Federal Police)**, covering all states of Australia and a **police clearance certificate for all other countries** where you have resided in the **last 5 years** (if not in English, please attach translation in Spanish and Apostille). This certificate cannot have been issued more than 3 months before you submit the application.

NOTE: Please do **not** forward a copy of your actual fingerprints, we require the results of the Police **checked** against your name and fingerprints. Your local police should be able to take your prints and send them to their relevant Criminal Records department in their State

**FURTHER INFORMATION**

For stays exceeding 180 days a visa will only be issued for 90 days and you must apply for a Student card at the Police Department (Oficina de Extranjería) within the first 30 days of arrival in Spain. The student card will **replace** your visa for the duration of your stay.

If the stay is for six months or less, the visa will cover the entire duration of the stay and no card is necessary.

The average processing time is 3-4 weeks and, in some instances, longer, especially during the Christmas/New Year periods and during the Spanish summer months. It is the applicant’s responsibility to lodge their application on time, preferably at least 2 months in advance but not earlier than 90 days prior to the beginning of your replacement.

Visa application must be lodged by post.

No applications will be accepted if there are missing documents.

Please, include and A4 size Registered envelope or an A4 Express post envelope with your name and address on it to return your documents.

The applicant is informed that submitting the above-mentioned documents does not guarantee automatic issuance of the visa.

Supplementary documentation to verify the visa application may be required.

**Please be aware that the visa officers will not assess an application until your visa application is lodged at the Consulate.**

**NOTES:** Please note that the visa Fee is subject to change without prior notice.  
Being in possession of a visa does not guarantee automatic entry as you will be subject to border control.  
Additional documentation may be requested at any time throughout this process.



MINISTERIO  
DE ASUNTOS EXTERIORES, UNIÓN EUROPEA  
Y COOPERACIÓN

CONSULADO GENERAL DE  
ESPAÑA EN MELBOURNE

To apply at this Consulate General, the applicant must be a resident of Victoria, Tasmania, South Australia or Western Australia.

Accredited translators can be found on the following website: [www.naati.com.au](http://www.naati.com.au)

Please note: Those language assistants who wish to renew for another year and receive the letter of acceptance while in Spain, should contact the Oficina de Extranjería (Foreigners Office) in the city where they are living to seek their advice regarding renewal of their student visas.

**IMPORTANT RECOMMENDATIONS:**

- 1- It is highly recommended that you take out travel insurance for any period of travel prior to the commencement or after the completion of replacement.
- 2- You should have sufficient funds available in Spain for at least the first two months of your placement. Take into account that you will have a series of expenses upon your arrival and other unforeseen circumstances may arise.
- 3- Make sure all original documents are returned to you as you will need them in Spain.

**NOTES:** Please note that the visa Fee is subject to change without prior notice.  
Being in possession of a visa does not guarantee automatic entry as you will be subject to border control.  
Additional documentation may be requested at any time throughout this process.