



YOUR PASSPORT MUST HAVE A VALIDITY UP TO 30 JUNE 2026

WHAT HAPPENS IF YOU ARE IN THE PROCESS OF RENEWING YOUR PASSPORT WHILE APPLICATIONS IN PROFEX ARE OPEN?

If you are in the process of renewing your passport while applications are open, please submit your application with your current (old) passport number in PDF format. Once you receive your new (renewed) passport, it is essential and critical that you change the old passport number to the new one immediately. **Not doing this may lead to serious issues with your visa application or TIE process.**

To **change your passport information on PROFEX 2**, follow these instructions:

1. Log into **PROFEX 2** and go to **MY PROFILE**.
2. Follow these steps:
 - My Profile
 - General Data
 - Basic Data
 - Click "Modify"
 - Click "Change Document Number"
 - Enter your new document number
 - Click "SAVE"
3. Go to "Attached Documents" and upload a scanned copy of your new passport in PDF format.
4. Email auxiliares.extra@educacion.gob.es informing us that you have made the modifications.
5. Wait for confirmation that your passport number has been effectively substituted; wait for further instructions from the program reviewers or tech support.

Keep in mind that your username on Profex 2 is your passport number, so it is extremely important to keep this information updated to access Profex 2; in addition, and more importantly, this document needs to be valid **for matters concerning visas or TIE**.

Please note that if the information in your profile is not complete and correct, your placement will be deferred, as your letter of appointment to participate in the program must match the correct information.

We strongly recommend not starting your passport renewal after 15 March 2025, to avoid any issues.