



NEW PROFEX 2 HANDBOOK



SUBMISSION AND REGISTRATION OF APPLICATIONS

FIRST-TIME CANDIDATES

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1. REGISTER ON THE ELECTRONIC PLATFORM OF THE MINISTRY

Please follow the How to Register on PROFEX handbook

2. ACCESS PROFEX 2

We recommend that before accessing Profex, always clear your browser's browsing history to ensure you are using the latest version of the application.

If you are using a **Mac** computer, 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 completing the application

[Go to Profex 2](#)

sede.educacion.gob.es/sede/login/inicio.jsp?IA=no

Spanish English

Sede electrónica

Sede Electrónica - Ministerio de Educación, Formación Profesional y Deportes

Búsqueda

Introduzca los criterios de búsqueda (utilice las comillas para realizar una búsqueda exacta del texto):

Texto: Buscar

Plazo de presentación: Abierto Cerrado

Plazo de presentación: Abierto Cerrado

Nivel de acceso:

- N1 Usuario/contraseña
- N2 Usuario verificado con registro no presencial
- N3 Certificados software y otros
- N4 Certificado hardware

Tipo de identificación: Usuario identificado mediante Clave

Ver más info.

Buscar trámites

Mis expedientes

Mis notificaciones

Mis justificantes registro electrónico

Ayuda

Convocatorias próximas al cierre

Verificación de CSV

Where it says: **Texto** write: **Profex 2**

sede.educacion.gob.es/sede/login/inicio.jsp?IA=no

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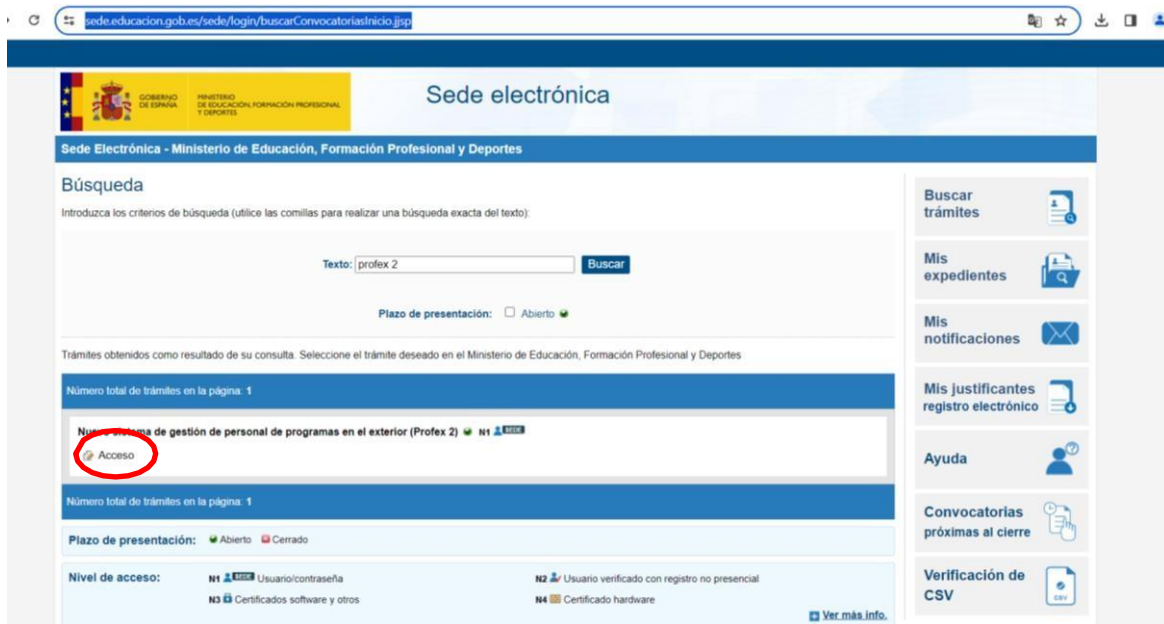
Mis justificantes registro electrónico

Ayuda

Convocatorias próximas al cierre

Verificación de CSV

Now, you will see the new page where it says: **Acceso**



Please note that this button will not work until the app cycle opens.

You can now begin to fill in your PROFILE on PROFEX 2.

3. COMPLETE THE PROFILE

All supporting documentation for the requirements and merits that you wish to provide for the assessment of your application will be attached to the [Mi perfil \(My Profile\)](#) section of Profex 2. To do this, 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 data migration, paying special attention to the sections [Direcciones \(Addresses\)](#) (both permanent and current addresses) and [Formación académica \(Academic background\)](#) - country and university where the studies were carried out.

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

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



Complete all the sections on the profile. Whenever necessary, you must also attach supporting documentation **in PDF format**.

3.1. GENERAL INFORMATION

In this section, fill in the basic identity and contact information. **It is essential to keep this information updated at all times**, especially the phone number and email address. Please include a passport-sized profile photo.

In addition to that, you must **provide emergency contact information**.

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

VERY IMPORTANT: Do not leave the [Nationality \(Nacionalidad\)](#) box blank, as Profex 2 will not allow you to apply for the post of Foreign Assistant without it.

3.2. ADDRESSES

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

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

3.3. ACADEMIC BACKGROUND

Enter information related to your higher education (degrees, bachelor's degrees, diplomas, master's degrees, and PhD).

Remember to attach both sides of the degree and/or the personal academic certification (transcript of records/marks) for the qualification/degree you are entering.

All documents provided must be **OFFICIAL** (issued and signed by the university or faculty where the studies were conducted), **COMPLETE** (with all its pages), and relevant to the qualification you are entering.

Repeat this process for each qualification/degree you need to include.

In this section, you will to upload the **university degree or academic certification** required to complete the application.

3.4. LANGUAGES

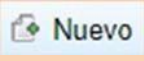


In this section you can enter information about language skills..

Remember to attach files for **certificates accrediting the knowledge of languages**, specifying the level.

3.5. ATTACHED DOCUMENTS

Here you can view all the attached files in different sections of the profile as well as add any additional documents different from the previous ones (e.g., reference letters, school reports, driving license, etc.).

In this section, you should add the **reference letter, motivational letter** and valid Passport requested to complete the application.

- Click on  to add new entries in any section of the profile and fill in the required fields.
- Click on  to delete a record.
- Click on  to make any changes to the information already entered.

The required documents will be necessary when you proceed to submit the application.

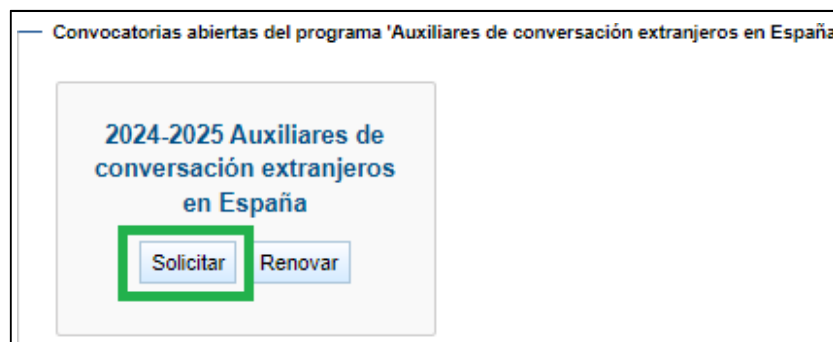
4. CREATE AND SUBMIT AN APPLICATION

Remember that before creating and submitting an application, you must fill in the corresponding sections of your profile on Profex and **attach all the supporting documentation for the requirements and merits.**

4.1. GENERAL REQUIREMENTS

To create an application, click on [Inicio \(Home\)](#), and then on the [Solicitar \(Apply\)](#) button in the box indicating the name of the announcement: [2024-2025 Foreign Language Assistants in Spain \(Auxiliares de conversación extranjeros en España\)](#).

IMPORTANT: You should click on [Solicitar \(Apply\)](#), not on [Renovar \(Renew\)](#) if you are participating for the first time in the Ministry's Program or have renewed for the first time through the Community of Madrid but have not entered information on Profex before. **If you make a mistake,** please send an email to auxiliares.extra@educacion.gob.es to cancel the draft and start over.



The application will open in the [General Requirements \(Requisitos Generales\)](#) tab of the announcement. Here, you should check the requirements you meet by selecting the [Sí \(Yes\)](#) option.

The blue box that is displayed below some of the requirements **will provide relevant information** about those requirements, mainly related to the supporting documentation you need to provide.

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, Fiyi, 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. 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...

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

Cumple el requisito
 Sí No

Remember that the documents you should include at this stage of the application are:

- **Valid Passport**
- **University Degree or Official Academic Certification**
- Signed **Motivational Letter**
- **Reference Letter** from a teacher or employer

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

Información
El requisito es obligatorio

Cumple el requisito

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

You need to indicate that you meet certain requirements without the need to include documentation:

- Being of **legal age**.
- **Not suffering from any illness that would prevent you from performing your duties** as a language assistant during the academic year..
- **A certificate from the Spanish sex offenders registry (Certificate of sexual offenses)-** (you don't need to have it now; it can be requested later when you come to Spain)

When you're 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.

GOBIERNO DE ESPAÑA MINISTERIO DE EDUCACIÓN, FORMACIÓN PROFESIONAL Y DEPORTES ACCIÓN EDUCATIVA EXTERIOR Profex 2

Inicio Mi perfil Mis solicitudes Cambiar idioma

Candidato / Mis solicitudes

Datos de la solicitud

Candidato:	Documento:	Convocatoria:	Tipo de solicitud:	Situación:	Nº solicitud:
		Auxiliares de conversación españoles en el extranjero	Nueva	Borrador	

Requisitos **Datos de interés** Destinos Autorizaciones Resumen

Once you have checked all the fields, click on **Datos de interés (Other relevant information)** to proceed.

4.2. OTHER RELEVANT INFORMATION

In this section, you should answer the questions regarding the language you are going to teach, if you are coming with a partner and/or children, the type of educational center you wish to be assigned to, population size, etc. **Remember that this information is only indicative** and will be taken into account when assigning destinations, although it is subject to the availability of educational centers and the needs of the Autonomous Communities.

If your partner is participating in the program, you can provide his/her full name (if you wish this circumstance to be taken into account, both of you should indicate it in your respective applications).

Requisitos Datos de interés Destinos Resumen

1. ¿Qué idioma desea enseñar?

Información
El campo es obligatorio

Información
Seleccione una de las opciones siguientes

a. Inglés
 b. Francés
 c. Portugués

You are required to answer certain fields in this section.

Remember to click on [Save \(Guardar\)](#), then go to the top and click on the tab labeled **Destinations (Destinos)** to continue with the application.

4.3. DESTINATIONS

Next, you must select the destination or destinations you wish to choose (Spain and Andorra). To do this, **you must first set the priority order of the destinations** by clicking on the desired destination and dragging it to the top of the list.

The destinations will be ordered as 1 or 2 in order of preference.

Requisitos Datos de interés Destinos Resumen

Información
Para ordenar los destinos por orden de prioridad haga click sobre el destino, arrastre

ESPAÑA -

Solicitar

Sí No

ANDORRA -

Solicitar

Sí No

Scroll up to the first destination of your choice

Then click on [Yes \(Si\)](#) on the desired destination. When you select Spain, three groups of Autonomous Communities or regions will be displayed. **Choose one region in each group** and arrange them from left to right. **The one on the left will be the main preference and the one on the right the least preferred option.**

ESPAÑA -

Solicitar Sí No

Orden de preferencia

Seleccionar grupos

Selecione una región de cada uno de los grupos. Establezca el orden de preferencia del grupo arrastrandolo a derecha o izquierda

Grupo C	Grupo A	Grupo B
<input checked="" type="radio"/> Andalucía <input type="radio"/> Castilla y León <input type="radio"/> Comunidad Valenciana / Comunitat Valenciana <input type="radio"/> Islas Baleares / Illes Balears <input type="radio"/> Madrid <input type="radio"/> Murcia	<input type="radio"/> Asturias <input type="radio"/> Ceuta <input type="radio"/> Extremadura <input checked="" type="radio"/> La Rioja <input type="radio"/> Melilla <input type="radio"/> Navarra <input type="radio"/> País Vasco	<input checked="" type="radio"/> Cantabria <input type="radio"/> Castilla-La Mancha <input type="radio"/> Cataluña <input type="radio"/> Galicia

1. Move the group of regions. The one on the left will be main preference and the one on the right the least preferred option

2. Select one region in each group.

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 this screen, you will be able to review all the fields of the application before submission. The **completed** fields will be marked with ✓ and the **empty ones** with ✗.



The screenshot shows the 'Resumen' (Summary) tab of an application. It displays a list of 7 requirements, all of which are marked as completed with a green checkmark (✓). The requirements are:

1. Tener nacionalidad de alguno de los siguientes países: Australia, Brasil, Bulgaria, Canadá, China, Dinamarca, ✓ Estados Unidos de América, Filipinas, Finlandia, Fiyi, Hungría, India, Islas Salomón, Luxemburgo, Marruecos, Noruega, Nueva Zelanda, Países Bajos, Polonia, Portugal, República Checa, Singapur, Suecia, Tonga, Túnez, Vanuatu.
- ✓ 2. Tener un título universitario o ser estudiante universitario al menos de segundo curso.
- ✓ 3. Ser mayor de edad (haber cumplido 18 años antes del 1 de enero de 2024) y ser menor de 60 años a 1 de enero de 2025.
- ✓ 4. No padecer enfermedad que imposibilite el ejercicio de sus funciones como auxiliar de conversación.
- ✓ 5. Presentar carta de motivación firmada.
- ✓ 6. Presentar una carta de referencia o informe, de un profesor o empleador, no anterior a septiembre de 2023.
- ✓ 7. Disponer de un certificado negativo de delitos de naturaleza sexual.

If there is an issue in any section, **the application will highlight it with red-shaded text**, indicating that it *is a mandatory information to process the application (Obligatorio para poder tramitar la solicitud)*. To proceed, you must return to the relevant tab of the application and fix it.



The screenshot shows requirement 5, 'Presentar carta de motivación firmada', which is marked as incomplete with a red X (✗). The text is highlighted in red, and a red box below it contains the text 'Obligatorio para poder tramitar la solicitud'.

Once fixed, it will appear as correct in the summary.



The screenshot shows requirement 5, 'Presentar carta de motivación firmada', which is now marked as completed with a green checkmark (✓).

Some data may appear with a ✗ if it's not filled in. Don't worry; it's not incorrect. It simply indicates an unfilled field **but it will allow you to continue and complete the application.**

✓ 1. ¿Qué idioma desea enseñar?
Opciones seleccionadas: b. Francés

✓ 2. ¿Piensa desplazarse al país acompañado/a?
Opciones seleccionadas: a. No

✗ 3. Si su pareja también participa en el programa, y desea que se tenga en cuenta, indique su nombre y apellidos.

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 priority**.

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 in, click on [Submit Application \(Presentar solicitud\)](#) at the bottom. A confirmation prompt will appear, and **if you click Yes/Sí**, the submission process will be completed, and your application will go to [Under Review \(En revisión\)](#) status. **If you click No**, the application will return to the summary tab.

Aviso de confirmación

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

No Sí

To check the status of your application, go to the [Mis solicitudes \(My applications\)](#) section of your Profex 2 profile. You will see the name of the announcement, your application number, and its status.


By clicking on  you will be able to view the sections you have filled out. By clicking on the button  you will be able to download the summary of your application in PDF format.

2024-2025 Auxiliares de conversación extranjeros en España	24AEXT0421000001	En revisión	Nueva	 
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We recommend you to download and save the PDF summary of your application in case it is requested by any regional authorities in the future .

4.5. DRAFT APPLICATION

Always remember **to save the changes made** as you progress in your application as, 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 within the application submission period established in the announcement).

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  button to the right of the application.



5. APPLICATION REVIEW

When you complete the application submission process, it **automatically goes to Under Review/ (En revisión)** status. This allows program managers to review your application and verify that you have correctly entered the required documents.

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

- **Admitted (Admitida):** You meet the participation requirements of the announcement, and you have correctly provided the required documentation.
- **Correctable Exclusion (Excluida subsanable):** If any required document is missing or there is a formal defect.
- **Excluded (Excluída):** You do not meet one of the requirements established by the announcement, or the issues that may have arisen have not been corrected appropriately.

You can **check the status of your application** at any time in the [Mis solicitudes \(My applications\)](#) tab on Profex 2. **Regularly check the email inbox** you provided 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.**