

## PROGRAM FOR FOREIGN LANGUAGE ASSISTANTS IN SPAIN SCHOOL YEAR 2024–2025 FREQUENTLY ASKED QUESTIONS

All this information can be found in the official call for applicants. This document answers general questions you may have.

### 1 Who can apply for the position of language assistant in Spain?

These are the general requirements:

- ✓ Be a **citizen or permanent resident** in one of the countries that Spain has signed the Bilateral Agreements for Cultural, Scientific, and Technical Cooperation, or Education Memorandums
- ✓ Have earned a **university degree or be a university student** at least in your second year when the application period closes.
- ✓ Be over the age of 18 (before January 1, 2023) and under the age of 60.
- ✓ Have no health concerns that would make you unable to complete the tasks of a language assistant.
- ✓ Submit a **signed** letter of motivation.
- ✓ Submit a **reference letter** from a professor or employer dated no earlier than September 2022.
- ✓ Have a certificate verifying you have no history of sexual crimes. You may be asked for this certificate at any point in the application process.

Remember that the requirements may vary depending on the country of the applicant. For specific information, contact the organization according to your nationality. The positions available and the selection process also depend on the country of origin.

### 2 When does the application period begin?

Please contact the national organization that manages the program in your country to complete their application requisites.

Candidates who submit their application in the Profex platform will normally be able to do it from the beginning of February to the end of March. Please, check the exact dates in the Call. Those not using the Profex platform, read the section below.

### 3 How do I complete my application?

Educational authorities from collaborating countries have establish the procedures for their application process through their chosen systems.

- Candidate from Austria, Belgium, France, Germany, Ireland, Italy, Malta, Switzerland, and the United Kingdom should submit their application through the

organization corresponding to their country within the timeframe and procedures established by the organization.

- Candidates chosen by the Spanish Education offices abroad (Australia, Bulgaria, Brazil, Canada, China, Côte d’Ivoire, Denmark, United States, Philippines, Finland, Hungary, India, Luxembourg, Morocco, Norway, New Zealand, Netherlands, Oceania (Fiji, Solomon Islands, Tonga, and Vanuatu), Poland, Portugal, Czech Republic, Singapore, Sweden, and Tunisia) should complete the Profex application through the MEFPD website’s pull-down menu: (<http://www.educacionyfp.gob.es>)  
Contenidos ⇒ Profesorado ⇒ Profesorado en el extranjero ⇒ Convocatorias para extranjeros ⇒ Auxiliares de conversación extranjeros en España 2023-2024.

Applicants must register (with a **username and password**) and complete the CV portion beforehand, and submit the application according to the deadline available from the Spanish Education Office in their country.

#### 4 Do I need a certificate from the university where I am studying?

Yes. You need to present an official certificate of your university degree or official certificate of being a university student at least in your second year.

#### 5 Is a reference letter required?

Yes. The letter must be recent, no earlier than September 2023.

#### 6 Do I need to know Spanish?

It is advisable to have certain knowledge of the language to make your life easier, for example renting an apartment, arranging with immigration, opening a bank account, etc.

#### 7 Can I choose a preferred location?

Spain is divided into regions called Autonomous Communities, and yes, you can choose three autonomous communities that are eligible according to your nationality. Preferences are considered when possible.

#### 7. What are the next steps after I have submitted my application?

In general, candidates that have submitted their application through Profex are admitted into the program, and afterwards, are assigned an Autonomous Community. They must accept/decline their assignment in **three days**.

Certain countries (Austria, France, Germany, Italy, Switzerland, and the United Kingdom) hold matching meetings in April or May to allocate assistants to the available positions. By mid-June, each country’s organization will inform successful candidates their assignment.

## 8. When will I be assigned to a school?

Usually, applicants will be notified of their assignments by mid-June. Either the Autonomous Community or the Ministry assigns candidates to the schools and sends the **appointment letter** to the candidate (now “assistant”). This is an essential document in order to apply for a student visa or renew the Foreigner Identification Card (TIE). The appointment letter is NOT a contract.

## 8 What is the duration of the program?

The school calendar for language assistants begins on October 1 and ends May 31, except for the assistants in the Madrid Community Group, who continue until June 30.

## 9 Can I join in any day of the month?

No, you can only begin the program **on the 1st or 15th of each month**. Exceptionally, in the month of October you can join between October 1 and 4, or October 15.

## 10 How many hours a week will I be collaborating in classes?

The minimum schedule is 14 hours a week. Some communities offer 15 or 16 hours with an increase of the monthly stipend.

## 11 What is the monthly stipend?

Language assistants will receive a monthly stipend of 800€ to help with the costs of food and accommodation in Spain. This amount may vary depending on the assigned Autonomous Community. Please, check the document with the particular conditions [here](#). There is NO employment contract.

## 12 When will I receive the monthly stipend?

In general, the monthly stipend is received in the first 15 days of the following month. In some cases, the first allowance may be delayed until December. For this reason, it is advisable to bring enough savings to settle in Spain.

## 13 Do I need to open a Spanish bank account?

Yes, you need a Spanish bank account in order to receive your monthly stipend. Most banks ask for a foreigner’s Identification Number (NIE) in order to open an account.

If you belong to the Ministry quota, you must provide your bank account number to the ministry through the Profex platform. If you belong to the Community quota, the Community will provide the appropriate instructions so that you can receive your stipend.

## 14 Do I need health insurance?

Candidates from countries in the European Union must bring their European Health Insurance Card (EHIC). British candidates must bring their Global Health Insurance Card

(GHIC). For those without EHIC or GHIC and non-EU countries, private health insurance will be provided by the Ministry or by the Autonomous Community depending on your quota. In case of pre-existing illness, it is recommended that you bring your own insurance.

### 15 Arrival in Spain. What should I do if I am an EU citizen?

You must apply for the European Union Citizen Registration Certificate at the immigration office or police station in your destination town. The certificate will include your Foreigner's Identification Number (Numero de Identificación Extranjero (NIE)). You must pay the corresponding fee and provide the following documents:

- ✓ Original and photocopy of your passport or an identity document/card
- ✓ Original and photocopy of the language assistant appointment letter as issued by your assigned Autonomous Community or by the Ministry of Education
- ✓ A duplicate of the official model (EX-18) completed and signed, and proof of payment for the EU Citizen Registration Certificate

### 16 Arrival in Spain. What if I am a non-EU citizen?

Your Foreigner's Identification Number (NIE) should appear on your student visa. You need to request a Foreigner Identity Card (TIE). You must pay the corresponding fee and provide the following documents:

- ✓ Original and photocopy of the complete passport
- ✓ Original and photocopy of the Language Assistant Appointment Letter as issued by the Autonomous Community or the Ministry of Education
- ✓ A duplicate of the official model (EX-17) completed and signed, and proof of payment of the corresponding TIE fee

### 17 How do I withdraw from the program if I can't start or continue in it?

1. If you belong to the **Ministry Group**: you must send an email or letter of resignation, as soon as possible, to the Unit of Education Abroad at the address: [renuncias.auxminis@educacion.gob.es](mailto:renuncias.auxminis@educacion.gob.es), with a copy to your assigned school and your country of origin.
2. If you belong to the **Community Group**: you must send an email or letter of resignation to the assigned Autonomous Community with a copy to your assigned school and your country of origin.

In this circumstance, another candidate from the waiting list may replace you.