

# Required Application Documents

Here's a quick recap of the 5 required documents to be uploaded onto the PROFEX 2 portal for your NALCAP application.

## #1. A copy of the main page of your valid US passport



## #2. Your official college transcripts or a copy of your diploma



## #3. Statement of Purpose

- 250-300 words long max.
- Written in English
- Addressed to the Ministry of Education of Spain
- Stating that you are a native-like speaker of English
- Explaining why you would like to participate in NALCAP
- **Must be signed (may be digitally signed) and dated by you**

## #4. Letter of Recommendation

- 1 page long max.
- Addressed to the Ministry of Education of Spain
- Written in English/Spanish
- Written by a current/former professor or employer on a college or company letterhead
- Must include the writer's name, contact information and position in the organization
- Must be signed and dated by the writer no earlier than September 1, 2024
- Explain how the writer knows the applicant and for how long
- Assess the applicant's qualifications towards their success in NALCAP
- Include a final statement where the writer speaks to the applicant's potential and talent for being a language assistant in Spain

## #5. Anexo I (Signed Personal Declarations)

- Statutory declaration on health status
- Statutory declaration on the conditions of the language assistant program





## Submitting your online NALCAP application

Once you have all 5 required documents, just upload them to the PROFEX 2 portal following the steps in the PROFEX 2 Handbook.

Note: Incomplete applications may result in processing delays or not having your application accepted for review.

## Once you submit your application

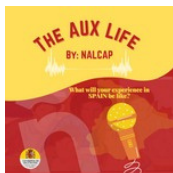
Right after submitting your application, make sure that your status on PROFEX 2 is **EN REVISIÓN**.

The status of your application on Profex 2 will change according to the different stages of the review of your application. You can find these different stages explained in the PROFEX 2 Handbook.

Upon reviewing your application, if there were to be any issues with it, you will be contacted via email. Check your junk folder on a regular basis!

**Thanks for following these guidelines and for your patience throughout the process!**

**Spain awaits you!**



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**The Aux Life by NALCAP**



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