

# Required Application Documents

Here's a quick recap of the 4 required documents to be uploaded onto the PROFEX 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, 2023
- 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



## Submitting your online NALCAP application

Once you have all 4 required documents, just upload them to the PROFEX portal following the steps in the PROFEX Handbook.

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

## Once you submit your application

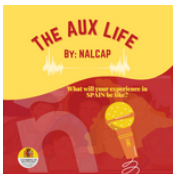
Right after submitting your application, make sure that your status on PROFEX is **INSCRITA**.

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