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- ❖ **Presentations and resources**
- ❖ **Monthly stipend**
- ❖ **Immigration (NIE: EU Registration or TIE)**
- ❖ **Healthcare**
- ❖ **Absences, leaves, and related issues**



LANGUAGE ASSISTANTS GUIDE

The content of this presentation is available in greater detail in the Language Assistant Guide found on the Ministry's website:

<https://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/general/99/998188/ficha.html>

Please, read it closely and familiarize yourself with its content.

SECTIONS OF THE GUIDE

- ❖ Administrative procedures
- ❖ Duties of the Language Assistant
- ❖ Introduction to the Spanish Educational System
- ❖ Frequently asked questions
- ❖ Useful addresses



The program website also contains presentations that might be useful:



- The Spanish educational system: Elementary Education, Secondary Education, and Official Language Schools
- Language assistant duties
- Classroom activities for different educational levels
- Experiences from prior language assistants

<https://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/general/99/998188/ficha.html>

You must complete various procedures in order to:

- ❖ **Receive your** monthly stipend
- ❖ Get your **Foreigner Identity Number (NIE)** using your EU Citizen Registration Certificate or the TIE if you are not an EU citizen
- ❖ Receive **health insurance** if you **do not** have a European Health Insurance Card (TSE)

Step 1: YOUR SCHOOL WILL INFORM US ABOUT YOUR ARRIVAL:

When you start in your school, you must sign a document called “Hoja de Incorporación”.

The school will send this document to the Ministry by email:

auxiliares.conv@educacion.gob.es

SECRETARÍA DE ESTADO DE EDUCACIÓN
MINISTERIO DE EDUCACIÓN Y FORMACIÓN PROFESIONAL
DIRECCIÓN GENERAL DE PLANIFICACIÓN Y GESTIÓN EDUCATIVA
UNIDAD DE ACCIÓN EDUCATIVA EXTERIOR

PROGRAMA DE AUXILIARES DE CONVERSACIÓN
CUPO DEL MINISTERIO DE EDUCACIÓN Y FORMACIÓN PROFESIONAL
CURSO 2021-2022
HOJA DE INCORPORACIÓN

Para tener constancia de la incorporación del auxiliar de conversación a su centro, y tramitar el pago de la ayuda a percibir, se ruega que en la fecha en que ésta se produzca, la Dirección del centro envíe una copia firmada y sellada, preferiblemente en formato PDF, a la dirección electrónica auxiliares.conv@educacion.gob.es.

Si el auxiliar adjudicado no ha llegado al centro ni han tenido noticia de él o ella antes del 10 de octubre de 2021, debe comunicar esta circunstancia a la misma dirección electrónica arriba indicada.

DATOS DEL AUXILIAR DE CONVERSACIÓN			
Apellido(s)		Nombre	
Nacionalidad		Idioma a impartir	
Centro de destino			
Localidad		Provincia	
Comunidad / Ciudad Autónoma			
Correo electrónico			
Teléfono 1		Teléfono 2	
Fecha de incorporación DD / MM / AAAA			

Muchas gracias por su colaboración.
(sello del centro)

El/La auxiliar de conversación
Edo:

El/La director/a del centro
Edo:

ALCALÁ, 54
28071 MADRID
917016619

Step 2: OPEN A BANK ACCOUNT:

Required documents:

- ❖ Letter of appointment from the Ministry
- ❖ Passport or similar identity document
- ❖ NIE (Foreigner Identification Number)

Most banks in Spain request this Foreigner Identification Number to open a bank account



Step 3: INFORM THE MINISTRY ABOUT YOUR BANK ACCOUNT DETAILS:

The account number must have this format:

TWO (2) letters: **ES** and 22 digits

Example: **ES** 76 2077 0024 0031 0257 5766

Your bank account information must be provided to the Ministry managers through the Profex platform as soon as possible.

In order to receive your October stipend as soon as possible, it is necessary for the Ministry to receive your bank details before October 15th

- ✓ It is possible that, due to the complexity of this process, the first monthly stipend may be delayed.
- ✓ Payments for each month will be made during the first 15 days of the **following month**.
- ✓ Do not close your Spanish bank account until **after** you have received your last payment.

❖ Applying for a NIE

- FOREIGNER IDENTIFICATION NUMBER.
- If you have a Visa, then you already have a NIE in your passport.

❖ Where to get it?

- At the immigration office or police station.



IMPORTANT REGIONAL ADDRESSES:

http://www.seat.mpr.gov.es/portal/delegaciones_gobierno/extranjeria/extranjeria_ddgg.html

[Delegación del Gobierno en la Comunidad Autónoma de Andalucía](#)

[Delegación del Gobierno en la Comunidad Autónoma de Aragón](#)

[Delegación del Gobierno en la Comunidad Autónoma del Principado de Asturias](#)

[Delegación del Gobierno en la Comunidad Autónoma de las Islas Baleares](#)

[Delegación del Gobierno en la Comunidad Autónoma de las Islas Canarias](#)

[Delegación del Gobierno en la Comunidad Autónoma de Cantabria](#)

[Delegación del Gobierno en la Comunidad de Castilla-León](#)

[Delegación del Gobierno en la Comunidad Autónoma de Castilla-La Mancha](#)

[Delegación del Gobierno en la Comunidad Autónoma de Cataluña](#)

[Delegación del Gobierno en la Comunidad Autónoma Valenciana](#)

[Delegación del Gobierno en la Comunidad Autónoma de Extremadura](#)

[Delegación del Gobierno en la Comunidad Autónoma de Galicia](#)

[Delegación del Gobierno en la Comunidad Autónoma de Madrid](#)

[Delegación del Gobierno en la Comunidad Autónoma de la Región de Murcia](#)

[Delegación del Gobierno en la Comunidad Foral de Navarra](#)

[Delegación del Gobierno en la Comunidad Autónoma de País Vasco o de Euskadi](#)

[Delegación del Gobierno en la Comunidad Autónoma de La Rioja](#)

[Delegación del Gobierno en la Ciudad de Ceuta](#)

[Delegación del Gobierno en la Ciudad de Melilla](#)

IF YOU ARE AN EU CITIZEN



You will receive your NIE when you request your **EU REGISTRATION CERTIFICATE**.



CERTIFICADO DE REGISTRO DE CIUDADANO DE LA UNIÓN

ESPAÑA
CERTIFICADO DE REGISTRO DE CIUDADANO DE LA UNIÓN
MINISTERIO DE EDUCACIÓN Y FORMACIÓN PROFESIONAL

EL ENCARGADO DEL REGISTRO CENTRAL DE EXTRANJEROS EN BARCELONA

CERTIFICADO: Este documento acredita la identidad del ciudadano de la Unión registrado en el Registro Central de Extranjeros de Barcelona, de acuerdo con la normativa aplicable en materia de extranjería, y garantiza el cumplimiento de las obligaciones de inscripción en el Registro Central de Extranjeros de Barcelona, de acuerdo con la normativa aplicable en materia de extranjería.

D/Nº de nacimiento: nacido/a el
de y de
Nacionalidad:
Domicilio:
Número de Identidad de Extranjero (N.I.E.):

Y para que conste, a los efectos de justificar el cumplimiento de la normativa arriba indicada, se expide el presente en el



- ❖ **Where to apply?** At the immigration office or police station near your assigned city or town.
- ❖ **How to apply?** By providing the following documents and paying the corresponding fee:
 - ✓ Original and complete photocopy of your passport or identity document
 - ✓ Original and photocopy of the Letter of Appointment as language assistant issued by the Ministry of Education and Vocational Training
 - ✓ Official form **(EX-18)**, in duplicate, fully completed and signed
 - ✓ Proof of payment of the corresponding fee

Official form (EX-18), duplicated, fully completed, and signed. You may find it at:

https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitud2/18-Certificado_residencia_comunitaria.pdf

IMPORTANT: Request to register as a student.

The image shows the official form EX-18 for applying for an EU registration certificate. The form is titled 'Solicitud de inscripción en el Registro Central de Extranjeros, Dependencia Ciudadana de UE' and is issued by the 'GOBIERNO DE ESPAÑA' and 'MINISTERIO DE EDUCACIÓN Y FORMACIÓN PROFESIONAL'. It contains various fields for personal data, contact information, and a section for 'SITUACIÓN EN ESPAÑA' (Situation in Spain). A blue arrow points from the 'SITUACIÓN EN ESPAÑA' section of the form to a magnified view of this section.

4) SITUACIÓN EN ESPAÑA⁽⁸⁾

Período previsto de residencia en España

Nº de familiares que acompañan o se reúnen con el solicitante en España

RESIDENCIA TEMPORAL

- Trabajador por cuenta ajena
- Trabajador por cuenta propia
- No activo con recursos suficientes y seguro de enfermedad
- Estudiante con recursos suficientes y seguro de enfermedad
- Nacional UE/EEE/Suiza, familiar de otro nacional incluido en los apartados anteriores

- DN/NIE/PAS del ciudadano UE/EEE/Suiza que da derecho

- Vínculo con el ciudadano UE/EEE/Suiza que da derecho

Deadline

- You must apply within three months after arriving in Spain.

If you have your NIE but you do not have your EU Registration Certificate,
[you are required to obtain it.](#)

- For more information about official forms and documentation required for the EU Citizen Registration Certificate, see the [Language Assistant Guide](#).

IF YOU ARE NOT AN EU CITIZEN

Even if you already have your NIE on your visa, you must request a **FOREIGN IDENTITY CARD (TIE)** on which this number appears:



- ❖ **Where to apply?** At the immigration office or police station near your assigned city or town.

- ❖ **How to apply?** By providing the following documents and paying the corresponding fee:
 - ✓ Original and photocopy of your **passport** with the border entry stamp, made at the checkpoint, and **visa**
 - ✓ 3 recent color photographs with a white background
 - ✓ Original and photocopy of the Letter of Appointment as language assistant issued by the Ministry of Education and Vocational Training.
 - ✓ Proof of payment of the corresponding fee.
 - ✓ Official form (EX-17), in duplicate, fully completed and signed

Form (EX-17)

https://extranjeros.inclusion.gob.es/ficheros/Modelos_solicitudes/mod_solicitudes2/17-Formulario_TIE.pdf

- ✓ **Deadline:** Within one month after entering Spain.
- ✓ For more information about the official forms and documentation required for the TIE, see the **Language Assistant Guide**.

Select: Estancia por estudios, investigación-formación, intercambio, prácticas o voluntariado
Stay for studies, research-training, exchange, internships or volunteering.

The image shows the official form EX-17 for applying for a Foreign Identity Card (TIE) for stay and non-subject status. The form is titled 'Solicitud de Tarjeta de Identidad de Extranjero (TIE) de Estancia y No sujeta'. It is divided into several sections: 'DATOS DEL SOLICITANTE' (Applicant's Data), 'DATOS DEL PRESENTADOR DE LA SOLICITUD' (Applicant's Representative Data), 'SECCION A RESPECTO DE NOTIFICACIONES' (Section regarding notifications), and 'DATOS RELATIVOS A LA TARETA' (Data relative to the card). The 'DATOS DEL SOLICITANTE' section includes fields for name, date of birth, sex, nationality, and profession. The 'DATOS DEL PRESENTADOR DE LA SOLICITUD' section includes fields for the representative's name, address, and contact information. The 'SECCION A RESPECTO DE NOTIFICACIONES' section includes fields for the applicant's name, address, and contact information. The 'DATOS RELATIVOS A LA TARETA' section includes checkboxes for 'EXCEPCION DE LA TARETA' (Exception of the card) and 'NOTIFICACION DE LA TARETA' (Notification of the card). The form also includes a barcode and a signature line.

INFORM THE MINISTRY OF YOUR NIE

- ✓ Once you have your NIE, please provide your NIE through the Profex platform, following the instructions you received by e-mail.
- ✓ You need **to get your NIE before the end of the year** in order to receive your monthly stipend.



INFORM YOUR BANK OF YOUR NIE

- ✓ Once you obtain your NIE, inform the bank immediately.
- ✓ Talk to your bank about whether or not your account number will change after receiving your NIE.
- ✓ If your account number changes, modify it in Profex and inform the Ministry about the new account number too by email to:
auxiliares.conv@educacion.gob.es

If you have the European Health Insurance Card (EHIC)



At the health center where you request medical assistance, you must present:

- ✓ The European Health Insurance Card (EHIC) or replacement certificate.
- ✓ A document proving the identity of the holder of the EHIC (passport, identity card, etc).

If you do not have the HEALTH INSURANCE CARD (EHIC)

- ✓ The Ministry will provide healthcare through an insurance policy.
- ✓ To apply for insurance, you must fill out the form in Appendix I of the Guide. Sign it, scan it, and send it by email to auxiliares.conv@educacion.gob.es.
- ✓ The Ministry will send you a document (pdf) with your policy number and instructions on how to receive medical assistance in Spain.



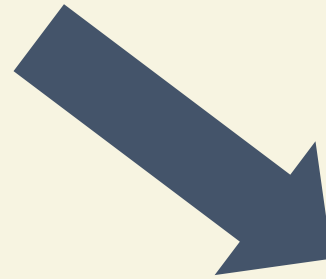
ABSENCES AND LEAVES OF ABSENCE

- ❖ Your school's mentor teacher, head of studies, or principal should **be informed of any absence and excuse** as soon as possible.
- ❖ Your School's Management Team will inform the point of contact in the Ministry or Autonomous Community (depending on your group) of unexcused absences or repeated tardiness.
- ❖ If for any unforeseen reason you need a leave of absence, for a maximum of one week, you must request your School Management Team for it and set up a schedule with them to make up the missed classes.



IN CASE OF ILLNESS

In case of serious illness, you must inform not only your school but also to the Ministry of Education and Vocational Training.



More information in **the Language Assistant Guide**

CRISIS OR EMERGENCY

We advise you to **register at your country's consulate** (See addresses at the end of the guide).

In case of crisis or emergency contact:

- ✓ Your school
- ✓ The department of language assistants in your autonomous community's Department of Education or the Provincial Office of Education if you are in Ceuta or Melilla
- ✓ The Office of Language Assistants of the Ministry of Education and Vocational Training
- ✓ The consular services of your embassy or call the consular emergency phone number
- ✓ Your family and close friends



ONLINE COLLABORATION

- If the health conditions do not allow the presence of students in your school, you will collaborate with your reference teachers online or through virtual classrooms, preparing didactic materials.
- You will have to keep a record of the tasks carried out.



GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN
Y FORMACIÓN PROFESIONAL

CONTACT



ACCIÓN
EDUCATIVA
EXTERIOR

auxiliares.conv@educacion.gob.es

**¡GOOD LUCK
AND
HAVE A GOOD YEAR!**

