



GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, FORMACIÓN PROFESIONAL
Y DEPORTES



ACCIÓN
EDUCATIVA
EXTERIOR

PROFEX 2 HANDBOOK

For Renewals
Language Assistants in Spain



AUXILIARES DE
CONVERSACIÓN

2025-2026

PROFEX 2 HANDBOOK FOR RENEWALS

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Updated 20/02/2025

1. HOW TO REGISTER ON PROFEX 2

Please follow the [HOWTOREGISTERONPROFEX2Handbook](#) found on our website. You must first register to be able to access PROFEX 2.

If you are a renewal candidate, **you must register using the email address and the passport or identity document number that you used for the 2024-2025 school year.**

2. LOGGING ONTO PROFEX 2

We recommend that before accessing PROFEX 2, you should clear your browser's history. Make sure that your browser has the most updated version.

If you are using a **Mac**, 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 correctly completing the application.

1. Access the PROFEX 2 [LINK](#) or directly from the [Ministry of Education of Spain website](#) clicking on

[Acceso a la tramitación en sede electrónica](#)

2. Login with the username and password that you registered with and click on **Acceder (Enter)**.

Sede electrónica

Sede Electrónica - Ministerio de Educación, Formación Profesional y Deportes

Nuevo sistema de gestión de personal de programas en el exterior (Profex 2)

Acceso como interesado

Con cl@ve [+Información](#)
(DNIe/Certificado electrónico, Cl@ve pin, Cl@ve permanente, Ciudadanos UE) [Acceder](#)

Con mi usuario de la sede electrónica

Usuario (DNI/NIE): Contraseña: [Acceder](#)

Si no está registrado, por favor [Regístrese](#) | Incidencias: [Incidencias de acceso](#)

3. Click on **Acceso al trámite**.

Sede electrónica

Sede Electrónica - Ministerio de Educación y Formación Profesional

Sistema de gestión de personal de programas en el exterior (Profex)

Mensajes

Usted no tiene solicitudes en este trámite

Acceso al trámite Refrescar información Volver

N1 BEDE

Modificar mis datos

Establecer contraseña

Cerrar sesión

Buscar trámites

Mis expedientes

If you get logged off because it's taking you a while to complete the application:

Type in «PROFEX 2» in the search field of the following screen and click on «BUSCAR» (Search)

GOBIERNO DE ESPAÑA
MINISTERIO DE EDUCACIÓN, FORMACIÓN PROFESIONAL Y DEPORTES

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:

Plazo de presentación: Abierto

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

[Ver más info.](#)

Tipo de identificación: Usuario identificado mediante Clave

GOBIERNO DE ESPAÑA
MINISTERIO DE EDUCACIÓN, FORMACIÓN PROFESIONAL Y DEPORTES

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:

Plazo de presentación: Abierto

Trámites obtenidos como resultado de su consulta. Seleccione el trámite deseado en el Ministerio de Educación, Formación Profesional y Deportes

Número total de trámites abiertos en la página: 1

Nuevo sistema de gestión de personal de programas en el exterior (Profex 2) N1

Then click on [ACCESO](#) (Log in)

It will take you back to the log in. Please log on again with your username and password.

GOBIERNO DE ESPAÑA
MINISTERIO DE EDUCACIÓN, FORMACIÓN PROFESIONAL Y DEPORTES

Sede electrónica

Sede Electrónica - Ministerio de Educación, Formación Profesional y Deportes

Nuevo sistema de gestión de personal de programas en el exterior (Profex 2) N1

Acceso como interesado

Con clave [+ Información](#)
(DNIe/Certificado electrónico, Cl@ve pin, Cl@ve permanente, Ciudadanos UE)

Con mi usuario de la sede electrónica

Usuario (DNI/NIE): Contraseña:

Si no está registrado, por favor [Regístrese](#) | Incidencias: [Incidencias de acceso](#)

3. COMPLETING THE MY PROFILE SECTION

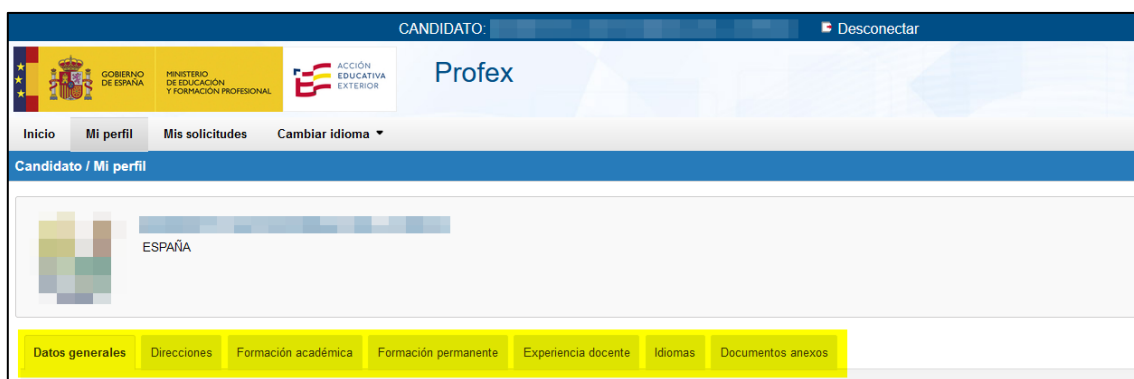
All the required documents needed to apply will be uploaded to the [Mi perfil \(My Profile\)](#) section of PROFEX. Please follow the instructions below.

If you already had a resume in the old version of PROFEX, review your profile in case any errors occurred during the data migration, paying special attention to the sections [Direcciones \(Addresses\)](#) (both permanent and current addresses) and [Formación académica \(Academic background\)](#) - country and university where you studied. Please note that this information is optional and not necessary to apply.

Click on [Miperfil\(MyProfile\)](#) to display the sections that you can fill in.

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

These instructions will be using the English option.



- ✓ You do not need to complete all the sections in the MY PROFILE section.
- ✓ The General Data, Addresses and Academic Training sections are mandatory.
- ✓ You can leave the Permanent Training, Teaching Experience and Languages section blank. It will not affect your application.
- ✓ You do not need to upload a picture.
- ✓ You will be uploading your college diploma or transcript in the Academic Training section.
- ✓ Only three documents are required: a copy of your passport, your School Evaluation Report and your Health Statement and Statutory Declaration. These will be uploaded to the Attached Documents section of the portal.
- ✓ All uploads must be in PDF format.

3.1. GENERAL DATA (GENERAL INFORMATION)

In this section, fill in your general information. **It is essential to keep this information updated at all times**, especially your phone number and email address.

You must also **provide emergency contact information**.

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

You **do not** need to fill in the Banking Data section when applying.

VERY IMPORTANT: Do not leave the [Nationality \(Nacionalidad\)](#) box blank, as PROFEX 2 will not allow you to apply if left blank. You will not receive a placement. Once you have written in your nationality YOU WILL NOT BE ABLE TO CHANGE IT. (You will have to contact the program managers).

If you have **dual nationality** and one of them is from one of the member countries of the European Union or the Schengen Area, you can use this passport to enter Spain without applying for a visa. To apply, you will need to select the Nationality for the UE country. Then under Interest Data you will select the organization or embassy office through which you are applying.

Please note that **copies of both passports** must be uploaded.

The only exception is if you hold citizenship from Spain. In this case, you can only use one passport, and it cannot be the Spanish one. Please follow the instructions as if you do not have dual citizenship

3.2. ADDRESSES

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

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

3.3. ACADEMIC TRAINING (EDUCATION)

Enter the information related to your **college education or above** (bachelor's degrees, master's degrees, and/or PhD).

Below are some terms used on the portal that may be confusing and their meaning:

Center = Name of your college

Academic certificate = Transcript

Degree file = Degree

Remember to upload a copy of both sides of the degree and/or the personal academic certification (transcript).

All documents provided must be **OFFICIAL** (issued and signed by the college which you attend/attended), **COMPLETE** (with all its pages), and relevant to the degree you are submitting.

You need to repeat this process for each degree you are submitting.

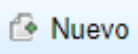

3.4. PERMANENT TRAINING, TEACHING EXPERIENCE AND LANGUAGES


Please leave these sections blank. They are not mandatory to apply and will have not any bearing on your application.

3.5. ATTACHED DOCUMENTS

Aquí podrás consultar todos los archivos adjuntados en los diferentes apartados del perfil, así como añadir cualquier documento adicional diferente a los anteriores

Here you will upload **your School Evaluation Report, a copy of your valid passport and your health statement.**

- Click on  to fill in the required fields.
- Click on  to delete.

- Click on  to make any changes to the information already entered.

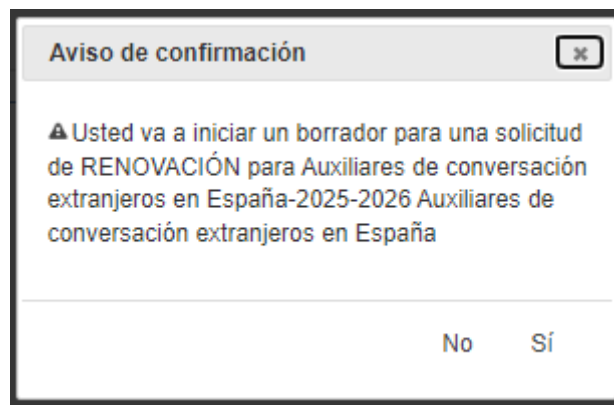
ATTENTION DUAL CITIZENS WITH EU CITIZENSHIP: You will need to upload copies of your **2 passports**. A copy of your EU passport if you have decided to use this one to enter Spain to avoid applying for a visa and a copy of your other nationality in order to be eligible for the program.

4. CREATING AND SUBMITTING AN APPLICATION

Remember that before creating and submitting an application, you must fill in the MY PROFILE section on PROFEX 2 and **upload all the required documents**.

4.1. GENERAL REQUIREMENTS

To create an application, click on [Inicio \(Home\)](#), and then on the [Renewal Application \(Solicitud Renovación\)](#) button in the box indicating the year and name of the application cycle: [2025-2026 Language Assistants in Spain \(Auxiliares de conversación extranjeros en España\)](#).



The application will open in the [Requisitos/Requirements](#) section of the application. You must check off the requirements you meet by selecting the [Sí \(Yes\)](#) option.

The blue box located below some of the requirements **will provide relevant information** concerning that specific requirement, in reference to the documents that you need to submit.

Requisitos Datos de interés Destinos Resumen

1. Haber ocupado, dentro del programa del Ministerio, una plaza de auxiliar de conversación en España durante el curso 2024-2025.

Cumple el requisito

1. Check Yes/Sí to select the requirements.

2. Tener nacionalidad o residencia permanente en alguno de los países con los que se han suscrito Convenios Bilaterales de Cooperación Cultural, Científica y Técnica o Memorandos de Educación, enumerados en el apartado 1 de la convocatoria.

Cumple el requisito

Información
El requisito es obligatorio

Seleccióne del menú desplegable una copia escaneada de la página del pasaporte donde aparecen los datos personales y la fotografía.

Documento justificativo

Seleccióne...

Idioma - Alemán (ppvv_23-24_convocatoria_pruebas (1).pdf)
es.mayfp.apiaee.rest.dto.TituloAcademic
- Graduado o Graduada en Traducción e Interpretación por la Universidad Autónoma de Barcelona
es.mayfp.apiaee.rest.dto.TituloAcademic

2. Open the drop down menú and select the required document. Remember that you must have previously uploaded it to Attached Documents.

Seleccióne del menú desplegable el documento del informe favorable del centro escolar, que debes haber subido previamente en tu perfil de Profex 2.

Documento justificativo

Seleccióne...

Guardar

You must select the documents you have previously uploaded to your PROFEX 2 profile. As a reminder, the documents are the following:

- A copy of your valid passport
- Your [School Evaluation Report](#)
- Health Statement and Statutory Declaration, available on this [website](#)

Seleccióne del menú desplegable el documento del informe favorable del centro escolar, que debes haber subido previamente en tu perfil de Profex 2.

Cumple el requisito

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

Guardar

When you have 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.

4.2. INTEREST DATA (OTHER RELEVANT INFORMATION)

In this section, you will provide the following information:

- Select the international organization or Education Office of the Embassy of Spain through which you are participating. (Please refer to the last section in this handbook- International Organizations or Education Offices of Spain).
- The language you are going to teach (your native language).
- If your partner/friend is also applying to the program, please provide us with their passport number and complete name. Your partner/friend needs to do the same on their application. **Both applications need to be submitted at the same time.**
- Information concerning any relevant special needs you may have for placements.
- What renewal year you are (keep in mind that 4th year is the last renewal permitted; some nationalities may even have a shorter limit).
 - Second year in the program (1st year renewal)
 - Third year in the program (2nd year renewal)
 - Fourth year in the program (3rd year renewal)
 - Fifth and last year in the program (4th renewal)
- The name of the school and location where you are currently placed for the 2024-2025 school year.
- The regional education office where you are currently placed for the 2024-2025 school year.
- Where you would like to be placed for the 2025-2026 school year – remain at same school, remain in same location or change to another regional education office

Please keep in mind that every effort will be made to accommodate your selections but that these choices are not guaranteed. They are subject to the needs of the regional education offices and the schools.

2. Si es renovador indique el número de renovación que solicita para el curso 2025-2026. Recuerde que no puede participar en el programa más de 5 cursos escolares.

- a.- Primera renovación (segundo año en el programa)
- b.- Segunda renovación (tercer año en el programa)
- c.- Tercera renovación (cuarto año en el programa)
- d.- Cuarta renovación (quinto y último año en el programa)

Select your correct renewal year.

Información
El campo es obligatorio

3. Indique centro educativo y localidad de destino en el curso actual 2024-2025.

Write in your school and location for the 2024-2025 school year.

4. Indique la región o ciudad autónoma de destino en el curso actual 2024-2025.

- 1. Andalucía
- 10. Extremadura
- 11. Galicia
- 12. Islas Baleares
- 13. Madrid
- 14. Murcia
- 15. Navarra
- 16. País Vasco
- 17. La Rioja
- 18. Ceuta
- 19. Melilla

Select your current regional education office

5. Elija la preferencia deseada.

- a. Permanecer en el mismo centro escolar.
- b. Cambiar de centro pero permanecer en la misma localidad.
- c. Cambiar de localidad y permanecer en la misma Comunidad Autónoma.
- d. Cambiar de Comunidad Autónoma.

Select your preference for the 2025-2026 school year.

Información
El campo es obligatorio

6. Si su pareja también participa en el Programa de Auxiliares de Conversación, y desea que se tenga en cuenta para la adjudicación de destinos cercanos, indique apellidos, nombre y número de pasaporte o documento de identidad con el que participa en el Programa.

Write in the complete name and passport number of your partner/friend if they will be participating in the program

7. Si tiene alguna condición especial que se deba tener en cuenta para la adjudicación de destino indíquelo (problemas de movilidad/enfermedades crónicas/discapacidad) y grado, si lo hubiere.

If you have any special condition (illness or other condition) relevant to the assignment, please indicate it here.

8. Se requiere una persona de contacto, indicando nombre y apellidos, número de teléfono y correo electrónico.

Guardar

When you have finished, click **Save/Guardar** at the bottom, then go to the top and click on the tab labeled **Destinos(Placements)** to continue with the application.

4.3. DESTINATIONS (PLACEMENTS)

Next you must select your placement choices. There is only one country you can choose – España.

Click **Sí** and the window with the three groups of regional education offices will open

Requisitos Datos de interés Destinos Resumen

Para ordenar los destinos por orden de prioridad haga click sobre el destino, arrástrelo sin soltar y colóquelo en el orden deseado

ESPAÑA -

Solicitar

Sí No

Guardar

You need to choose one region in each group and place each group from left to right. The selection placed on the left will be your first choice and the farthest to your right will be your last one. To select the different regional placements in order of preference, click on your first preferred placement and drag it to the left. Then your second, also moving it the left and finally, your third option.

Seleccionar grupos

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

Preference 1 Preference 2 Preference 3

Grupo C

- Andalucía
- Castilla y León
- Comunidad Valenciana / Comunitat Valenciana
- Islas Baleares / Illes Balears
- Madrid
- Murcia

Grupo A

- Asturias
- Ceuta
- Extremadura
- La Rioja
- País Vasco

Grupo B

- Aragón
- Canarias
- Cantabria
- Castilla-La Mancha

1. Drag the groups of regions into your preferred order. The one on the left will be your first choice and

2. Select 1 region per 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 the SUMMARY section, you will be able to review all the fields of the application before submitting. The **completed** fields will be marked with **✓** and the **empty ones** with **✗**.

Requirements Interest data Destinations Summary

Requisitos

✓ I. Have previously been a language assistant in Spain, through the Ministry's program, during the course.

II. Have citizenship in one of the following countries: Australia, Belgium, Bulgaria, Canada, China, Denmark, USA, Philippines, Finland, Fiji, France, Hungary, India, Ireland, Luxembourg, Solomon Islands, Malta, Morocco, Norway, New Zealand, Netherlands, Poland, Portugal, Singapore, Sweden, Kingdom of Tonga, Tunisia, Vanuatu.

✓ III. Submit a favorable report on the school center.

Datos de interés

✓ A. Which language do you wish to teach?
Opciones seleccionadas: a. English

✓ B. If you are a renewal, please, provide the number of renewal that you are requesting for the course.
Remember that you can not participate in the program for more than 5 school years.
Opciones seleccionadas: a.- First renewal

If there were to be an issue in any section, **the portal will highlight it in red text**, indicating that it is mandatory information and must be filled out to process the application (*Obligatorio para poder tramitar la solicitud*).

To proceed, you must return to the applicable tab of the application and edit it

✘ C. Indique centro y localidad de destino actual.

Obligatorio para poder tramitar la solicitud

Once the section is modified and corrected, it will appear with a green check.

✔ C. Indique centro y localidad de destino actual.

IES Blas de Otero, Madrid

Please note that some information may appear with an ✘ if it is blank. Do not worry; it is not incorrect. It simply indicates a blank field and **will allow you to continue and complete the application

✔ 1. Which language do you wish to teach?

Opciones seleccionadas: a. English

✔ 2. Are you planning to travel to Spain with your partner/spouse/family member(s)?

Opciones seleccionadas: a. No

✘ 3. If your partner is also taking part in the program, and you would like us to take this into account, write their full name here.

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 your preferences.**

Destinos solicitados

✔ ESPAÑA

Grupos

Grupo B: Cantabria

Grupo A: La Rioja

Grupo C: Andalucía

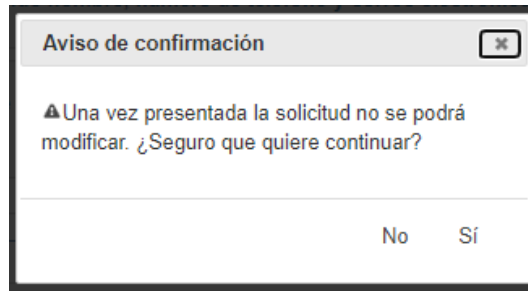
Remember to check all the information carefully; you can modify the information while the application is in **Draft (Borrador)** status. When you are sure that your application is correctly filled out, click on **Presentar solicitud (Submit application)** at the bottom. A confirmation prompt will appear:

If you click **Sí** the submission process will be complete, and your application will go to **En revision/Under Review** status.


If you click on **No**, the application will return to the Summary tab


Presentar solicitud

Anular borrador



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

By clicking on  you will be able to view the sections you have filled out.


By clicking on  you will be able to download a copy of a summary of your application in PDF for your records



We recommend downloading and saving the PDF summary of your application for your records.

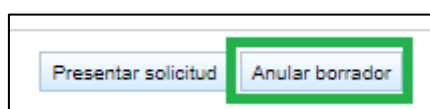
5. APPLICATION IN DRAFT STATUS

Always remember **to save the changes made** as you progress in your application. 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 while applications are open). You will not be able to submit an application after the closing date of applications.

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  to the right of the application



If you would like to delete a draft application and start over, go to the bottom of [Summary](#) and click on [Anular borrador](#). You can begin your new application in the [Inicio \(Home\)](#) section.



You may also delete your application once submitted **while the application period is still open** and begin a new one. Keep in mind that, in this case, **the application number will be a higher number**. To delete your application, go to the bottom of the [Summary](#) section and click on [Anular borrador \(Cancel Draft\)](#).

6. APPLICATION REVIEW

As soon as you correctly submit your application, your status will **automatically go to Under Review/ (En revisión)** status. This allows for the review of your application and that you have correctly submitted the required documents.

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

- **Admitted (Admitida):** Your paperwork is in order, and you have correctly provided the required documentation.
- **Excluded (Excluída):** You do not meet one of the requirements or there may be issues that may have come up and have not been corrected.

You can **check the status of your application** at any time in the **Mis solicitudes (My applications)** tab on PROFEX 2. **Regularly check your email inbox or junk folder** 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.**

During the application review, you may receive an email with an expiration date. This expiration date only refers to the email in itself. It has nothing to do with your application

7. INTERNATIONAL ORGANIZATIONS OR EDUCATION OFFICES OF SPAIN

In the Interest Data section, you must select the organization through which you are applying to the program. It is important that you indicate this correctly, especially in the case of applicants who have dual nationality and, especially, when at least one of those nationalities is a member of the European Union and/or the Schengen Area countries.

- NALCAP
- British Council
- France Education International
- Austria - KulturKontakt, Servicestelle für Mobilitätsprogramme des BMUKK
- Germany - Kultusministerkonferenz, Pädagogischer Austauschdienst (PAD) Nationale Agentur für EU-Programme im Schulbereich
- Australia - Education Office of Spain in Australia
- Belgique/Bélgica - Wallonie-Bruxelles International/ Education Office of Spain in Belgique
- Brasil - Education Office of Spain in Brazil
- Bulgaria - Education Office of Spain in Bulgaria
- Côte d'Ivoire - Education Office of Spain in Ivory Coast
- Czechia - Education Office of Spain in the Czech Republic
- Finland, Iceland, Norway and Sweden - Education Office of Spain in Sweden
- Hungary - Education Office of Spain in Hungary
- India - Education Office of Spain in India
- Ireland - Department of Education
- Malta - Ministry of Education, Directorate for Quality and Standards in Education
- Morocco - Education Office of Spain in Morocco
- Netherlands/Luxembourg - Education Office of Spain in the Netherlands
- New Zealand - Education Office/Asesoría de Educación de España en Nueva Zelanda
- Philippines - Education Office of Spain in New Zealand
- Poland - Education Office of Spain in Poland
- Portugal - Education Office of Spain in Portugal
- Singapur - Education Office of Spain in Singapur
- Schweiz/Suisse/Svizzera - MOVETIA
- Thailand - Education Office of Spain in Thailand