



## WHAT HAPPENS IF YOU ARE IN PROCESS OF RENEWING YOUR PASSPORT WHILE APPLICATIONS ARE OPEN?

Your passport must have a validity of up to June 30, 2026.

If you are in the process of renewing your passport while applications are open, please submit your application with your current (old) passport number in PDF format. Once you receive your new (renewed) passport, it is essential and critical that you change the old passport number to the new one immediately. **Not doing this may lead to serious issues with your visa application or TIE process.**

To change your passport, follow these instructions on the PROFEX 2 portal:

1. Log into PROFEX 2 and go to the MY PROFILE section of the portal:

My Profile - General Data - Basic Data - Click "Modify" - Click "Change Document Number.

2. Enter your new document number and click on SAVE.

3. Upload a scanned copy of your new passport in PDF format in the "Attached Documents" section of PROFEX 2.

4. Email [auxiliares.extra@educacion.gob.es](mailto:auxiliares.extra@educacion.gob.es) telling us that you have made the modifications.

5. Wait for the confirmation that your passport number has been effectively substituted and for further instructions from the program reviewers or tech support.

Keep in mind that your username on Profex 2 is your passport number, so it is extremely important to keep this information updated so you can access Profex 2, in addition and more importantly, **for matters concerning visas or TIEs.**

Also note that your new passport must be updated on your profile to receive a placement. **You will be skipped over in placement assignments if your profile is not complete.**

**We strongly recommend not starting your passport renewal after March 15 to avoid any issues.**