

Foreign Language Assistants in Spain

Information for Renewing Candidates

Academic Year 2024-2025

This information pertains to active language assistants in the program of the Ministry of Education, Vocational Training, and Sports during the academic year 2023-2024 who wish to renew their participation in the academic year 2024-2025.

Foreign language assistants who are NOT currently in the Ministry's program (those who did NOT register in the Profex application or were NOT selected by the official agencies of their country) and wish to participate in this program must submit their application as NEW participants, not as RENEWING participants..

1. RENEWAL BY COUNTRIES OF ORIGIN:

COUNTRIES WITH RENEWAL SPECIFICATIONS

- Italian assistants: CANNOT renew.
- Filipino assistants who arrived in the academic year 2022-23 can remain for the academic year 2024-25 (a total of 3 years). Assistants who arrived in the academic year 2023-24 can renew for only one more year during the academic year 2024-25 (a total of 2 years). Going forward, Filipino assistants can only stay in Spain for two years.
- Assistants from Germany, Austria, Switzerland, and the United Kingdom must request renewal through the corresponding educational institution in their home country, following the procedures and timelines established in those countries.
 - ✓ **Germany:** [Pädagogischer Austauschdienst \(PAD\) der Kultusministerkonferenz](#)
 - ✓ **Austria:** [Servicestelle für Mobilitätsprogramme des BMUKK](#)
 - ✓ **Switzerland:** [Movetia](#)
 - ✓ **United Kingdom:** [British Council](#)
- Renewing candidates from Germany, Austria, and Switzerland must also submit their renewal application through Profex 2.0 and follow the same process as the rest of the countries (sections 3 and 4).

OTHER COUNTRIES

- Language assistants from Australia, Belgium, Brazil, Bulgaria, Canada (English and French), China, Denmark, United States, Philippines, Finland, France, Hungary, India, Ireland, Luxembourg, Malta, Morocco, Norway, New Zealand, Netherlands, Oceania countries (Fiji, Solomon Islands, Tonga, and Vanuatu), Poland, Portugal, Singapore, Sweden, and Tunisia: They must request renewal through the Profex 2.0 application following the procedure explained in sections 3 and 4.
 - Consult this [map](#) to check which Autonomous Communities you can choose based on your country of origin.
- Check the specific renewal conditions by Autonomous Communities [here](#)..

2. SELECTION CRITERIA

- **Renewal is not automatic.** The program favors mobility and new candidates; renewal criteria vary based on the candidate's country of origin and the Autonomous Community of destination. In any case, it is NOT possible to remain in the program for more than five school years.

- Renewal is not possible without a positive rating in the **Evaluation Report** from the current destination center. This report is a mandatory requirement for being ADMITTED to the Renewal selection process. However, being ADMITTED does not guarantee being AWARDED. The allocation of Renewal positions is the decision of the educational authorities of the Autonomous Communities (CCAA) and the Ministry. Fulfilling the requirements is not decisive for the assignment of the destination, which depends on available positions and the suitability of the candidate's profile for the educational centers.

- In general, and for both groups, priority is given to candidates renewing for the first time, followed by new candidates. Next, positions will be allocated to candidates renewing for the second, third time, etc.

IMPORTANT: Assistants who have resigned from their position during the school year should be aware that the current academic year will be counted as one more in the total years of participation.

3. PROCEDURE FOR APPLICATION AND ACCEPTANCE OF THE POSITION IN PROFEX

The registration process will be announced through an official call, indicating the deadlines. At the beginning of the process, in the Profex 2.0 application, you will be asked whether it is a "new" (*Nueva*) or "renewal" (*Renovación*) request for the Ministry of Education, Vocational Training, and Sports program. The form is different, and you must choose "renewal."

Required documentation:

- Copy of the passport (or identity card for renewers from Schengen Area countries).
- Favorable report from the center or centers, signed and stamped by the director/principal. It is recommended to use the model published on the website, but another format can be used. The applicant must scan and attach it in the corresponding section of the application. In the case of being in two centers, both reports must be scanned and submitted as a single document.

Once the application is filled out, it will be in the "Under review" (*En revisión*) status.

Profex will generate a PDF document, which DOES NOT need to be signed or printed. The applicant must download and keep this PDF as proof.

To renew in the **same Autonomous Community**, the applicant must email this PDF document to the managers of the Communities requesting it (check the table of specific conditions), indicating the Profex application number in the message.

To renew in a **different Autonomous Community**, applicants MUST NOT send the PDF. Their application will be reviewed directly by the managers.

If the application meets the necessary requirements and a favorable center report has been attached, its status will change from "Under review" (*En Revisión*) to "Admitted," (*Admitida*) and the candidate will receive an automatic informative email.

The status of "Admitted" indicates that the procedures for requesting renewal have been successfully completed, and the application meets the requirements. However, the renewal is not granted until a specific position is assigned in a specific center or Autonomous Community.

When a candidate is assigned a position, the status of the application will change to "Selected candidate," (*Candidato seleccionado*) and the candidate will receive an email offering them a position. They must **accept the position within 3 days**. If they do not accept or respond to the email, the candidate will be removed from the program. If accepted, the status will change to "Accepted position" (*Plaza aceptada*).

Assistants will receive the appointment and specific details of their position later.

The communication date about renewal varies depending on the candidate's country of origin and the destination Autonomous Community, potentially extending throughout the summer. Those on the reserve list will be contacted as resignations occur to fill those positions.

4. SUBMISSION ADDRESSES for the APPLICATION

ONLY FOR CANDIDATES WHO WISH TO RENEW IN THE SAME AUTONOMOUS COMMUNITY:

In the email, they must indicate the Profex application number and attach the PDF of the application.

Andalucía	They must request renewal through the Profex application, and additionally, they must request renewal by completing the following form, indicating the Profex Application number: https://docs.google.com/forms/d/e/1FAIpQLSf9i5C_Pk9veUGBPfJnN9U1DkMw9RUHYU_OU8TmSo0BfCZqGw/viewform?usp=sharing
Aragón	auxiliaresconversacion@aragon.es
Asturias	idiomas@educastur.org
Canarias	auxlengext.educacion@gobiernodecanarias.org
Cantabria	asesoria.llee@educantabria.es
Castilla-La Mancha	auxiliaresdeconversacionclm@jccm.es
Castilla y León	auxiliares.conversacion@jcyL.es
Cataluña	Assistants from the Community Group CANNOT renew. Only for assistants belonging to the Ministry Group: auxiliars.conversa@xtec.cat

Comunidad de Madrid	<p>Procedure:</p> <ol style="list-style-type: none"> 1. The assistant submits the request in Profex and provides the application number to the center. 2. The center uses this number, along with the NIE, to make the "Renewal Proposal" in AuxMadrid. 3. The assistant confirms the desire to renew in AuxMadrid as well. <p>The instructions and deadlines published in this regard must be followed.</p>
Comunidad Valenciana	auxiliars@gva.es
Extremadura	auxiliarconversacion@juntaex.es
Galicia	auxiliaresgalicia@edu.xunta.gal
Islas Baleares	spl@dgpice.caib.es
La Rioja	lenguas.extranjeras@larioja.org
Región de Murcia	auxiliares.conversacion@murciaeduca.es
País Vasco	hizkuntzalaguntzaile@euskadi.eus

CANDIDATES WHO WISH TO CHANGE AUTONOMOUS COMMUNITY:

They must not send anything.

5. SPECIFIC RENEWAL CONDITIONS BY AUTONOMOUS COMMUNITIES

Refer to the tables in the document "[Particular Conditions by Autonomous Community](#)".

OBSERVATIONS:

IT IS ESSENTIAL TO RENEW THE FOREIGNER IDENTIFICATION CARD (TIE) BEFORE ITS EXPIRY.

IF THE TIE EXPIRES BEFORE OBTAINING A NEW ASSIGNMENT, YOU MUST LEAVE SPAIN AND REAPPLY FOR A STUDENT VISA IN THE COUNTRY OF ORIGIN.