



GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, FORMACIÓN PROFESIONAL
Y DEPORTES



ACCIÓN
EDUCATIVA
EXTERIOR

PROFEX 2 HANDBOOK

For New Applicants
Language Assistants in Spain



AUXILIARES DE
CONVERSACIÓN

2025-2026

PROFEX 2 HANDBOOK FOR NEW APPLICANTS

INDEX

1. HOW TO REGISTER ON PROFEX 2	3
2. LOGGING ONTO PROFEX 2	3
3. COMPLETING THE MY PROFILE SECTION	5
3.1. GENERAL DATA (GENERAL INFORMATION)	5
3.2. ADDRESSES	6
3.3. ACADEMIC TRAINING (EDUCATION).....	6
3.4. PERMANENT TRAINING, TEACHING EXPERIENCE AND LANGUAGES.....	6
3.5. ATTACHED DOCUMENTS	6
4. CREATING AND SUBMITTING AN APPLICATION	7
4.1. GENERAL REQUIREMENTS.....	7
4.2. INTEREST DATA (OTHER RELEVANT INFORMATION).....	9
4.3. DESTINATIONS (PLACEMENTS)	10
4.4. SUMMARY	11
5. APPLICATION IN DRAFT STATUS	13
6. APPLICATION REVIEW	13
7. INTERNATIONAL ORGANIZATIONS OR EDUCATION OFFICES OF SPAIN	14

Uptaded 20/02/2025

1. HOW TO REGISTER ON PROFEX 2

Please follow the [HOW TO REGISTER ON PROFEX 2 Handbook](#) found on our website. You must first register to be able to access PROFEX 2

2. LOGGING ONTO PROFEX 2

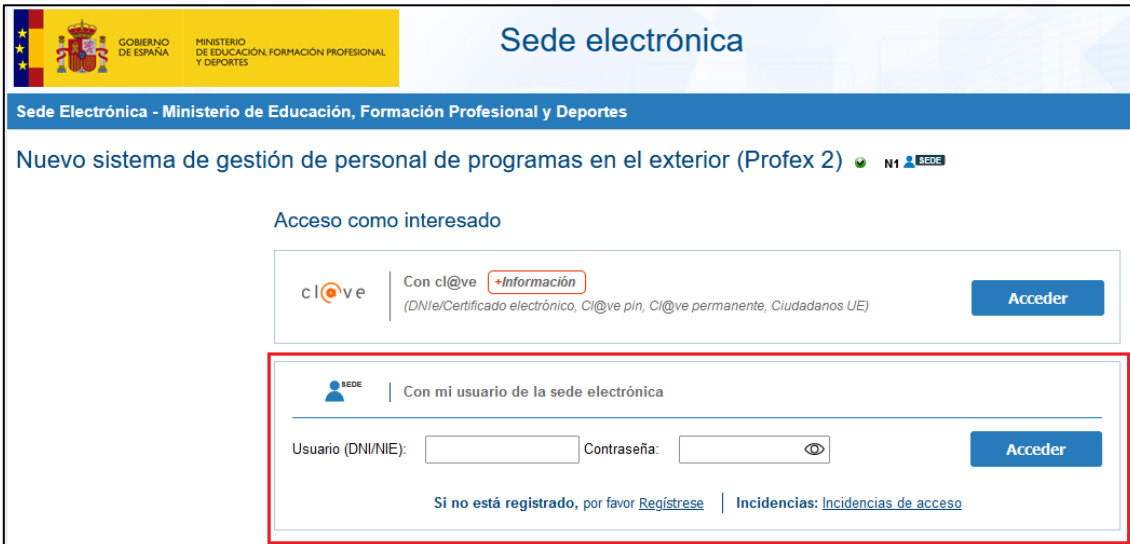
We recommend that before accessing PROFEX 2, you should clear your browser's history. Make sure that your browser has the most updated version.

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)**.



3. Click on [Acceso al trámite](#).



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)

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

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.

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 [Mi perfil \(My Profile\)](#) 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 five documents are required: a copy of your passport, your letter of recommendation, your signed statement of purpose, your college diploma or transcript and the 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. You will be asked to fill this section in later on, once you are in Spain and have a Spanish bank account.

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 \(Igual que la permanente\)](#), 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 must repeat this process for each degree you are submitting.

In this section, you must upload your first required document to apply to the program:

Your **official transcript or college degree**.

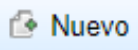


3.4. PERMANENT TRAINING, TEACHING EXPERIENCE AND LANGUAGES

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

3.5. ATTACHED DOCUMENTS

Here you will be able to check all the files you have uploaded to the different sections of your profile, as well as adding other documents you may be asked to upload further along in the process.

Here you will upload **your letter of recommendation, your statement of purpose, your copy of your passport and your health statement** required to apply to the program.

- 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.

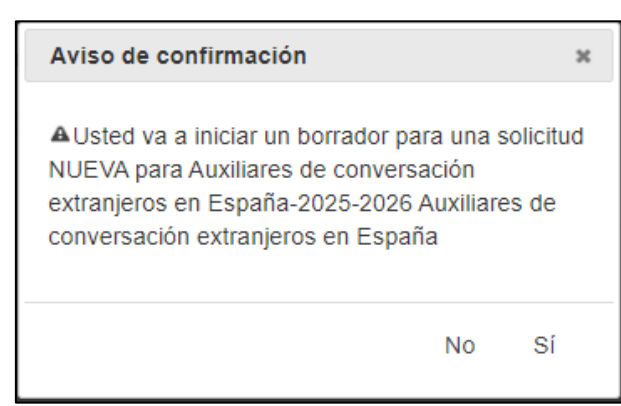
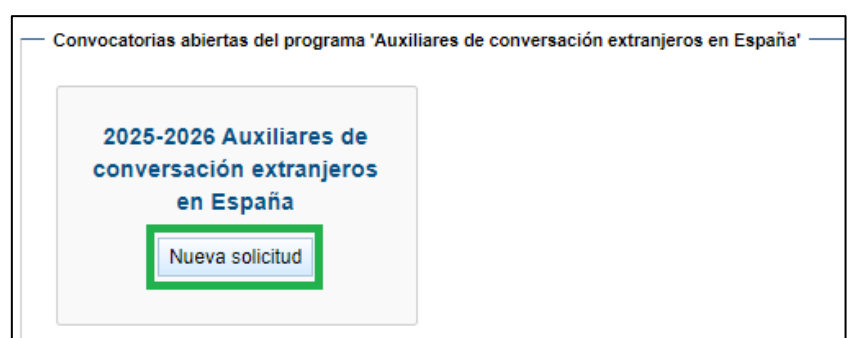
4. CREATING AND SUBMITTING AN APPLICATION

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 [New Application \(Nueva solicitud\)](#) button in the box indicating the year and name of the application cycle: [2025-2026 Language Assistants in Spain \(Auxiliares de conversación extranjeros en España\)](#).

****PLEASE NOTE that this button will not work until the application cycle is open**



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. Tener nacionalidad de alguno de los siguientes países: Australia, Brasil, Bulgaria, Canadá, China, Dinamarca, Estados Unidos de América, Filipinas, Finlandia, Fiji, Hungría, India, Islas Salomón, Luxemburgo, Marruecos, Noruega, Nueva Zelanda, Países Bajos, Polonia, Portugal, República Checa, Singapur, Suecia, Tonga, Túnez, Vanuatu.

Información
El requisito es obligatorio

Documento justificativo
Selecione...

1. Open the drop-down menu and select the required document. Remember that you must have uploaded it previously on the MY PROFILE section.

Selecione del menú desplegable una copia escaneada de la página del pasaporte donde aparecen los datos personales y la fotografía. El documento deberá adjuntarse en formato PDF con un tamaño máximo de 10MB.

Cumple el requisito
Sí No

2. Check Yes/Sí to select the requirements.

2. Tener un título universitario o ser estudiante universitario al menos de segundo curso.

Información
El requisito es obligatorio

Documento justificativo
Selecione...

Selecione del menú desplegable la copia escaneada del título universitario o de la Certificación Académica Personal (Official Transcripts).

Cumple el requisito
Sí No

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 college degree or official transcript
- Your signed statement of purpose
- Your letter of recommendation
- Health Statement and Statutory Declaration, available on this [website](#)

7. Disponer de un certificado negativo de delitos de naturaleza sexual.

Información
El requisito es obligatorio

Cumple el requisito
Sí No

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

Guardar

You will also need to declare that you meet certain requirements that do not require documentation.

- Being of **legal age** to participate in the program.
- **Not having any illness that would prevent you from performing your duties** as a language assistant during the entire academic year.
- **Having a clean Certificate of Sexual Offenses** (issued by the office of the Spanish Registry of Sex Offenders) - you do not need to have it now; you can request it later on, once you are in Spain. This is required to be in a Spanish classroom.

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

The screenshot shows the 'Profex 2' application interface. At the top, there are logos for the Spanish Government, Ministry of Education, and the Ministry of Foreign Affairs. The main navigation bar includes 'Inicio', 'Mi perfil', 'Mis solicitudes', and 'Cambiar idioma'. The current page is titled 'Candidato / Mis solicitudes'. Below this, there is a section for 'Datos de la solicitud' with fields for 'Candidato:', 'Documento:', 'Convocatoria:', 'Tipo de solicitud:', 'Situación:', and 'Nº solicitud:'. A yellow callout box with a white arrow points to the 'Datos de interés' tab in the bottom navigation bar. The callout text reads: 'When you have finished, click **Datos de interés/Other relevant information** to continue.'

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.
- 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.
- The type of school placement you wish to be assigned to, the population size of the town/city where you are placed.

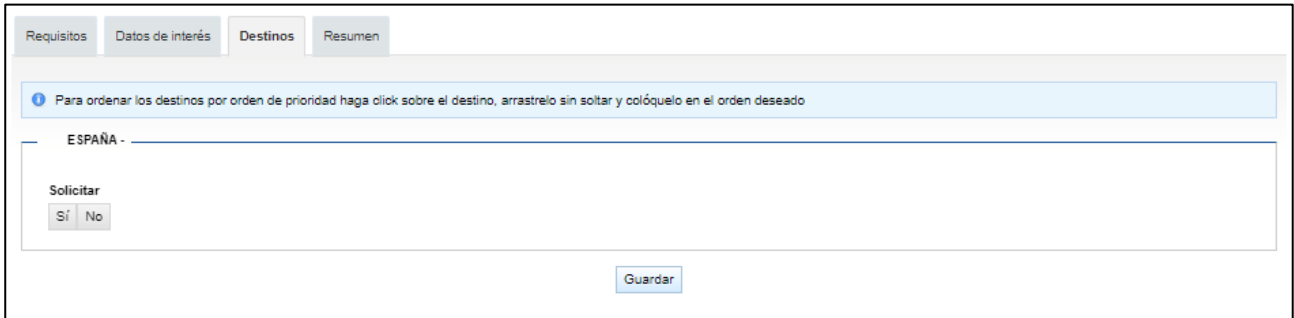
Please keep in mind that every effort will be made to accommodate your selections but that these choices are not guaranteed. They are subject to the needs of the regional education offices and the schools.

The screenshot shows the 'Datos de interés' section of the application form. It has tabs for 'Requisitos', 'Datos de interés', 'Destinos', and 'Resumen'. The main question is '1. ¿Qué idioma desea enseñar?'. Below the question, there are two information boxes: a yellow one stating 'El campo es obligatorio' and a blue one stating 'Seleccione una de las opciones siguientes'. Below these are three radio button options: 'a. Inglés', 'b. Francés', and 'c. Portugués'. A yellow callout box with a white arrow points to the blue information box. The callout text reads: 'You are required to answer certain fields in this section.'

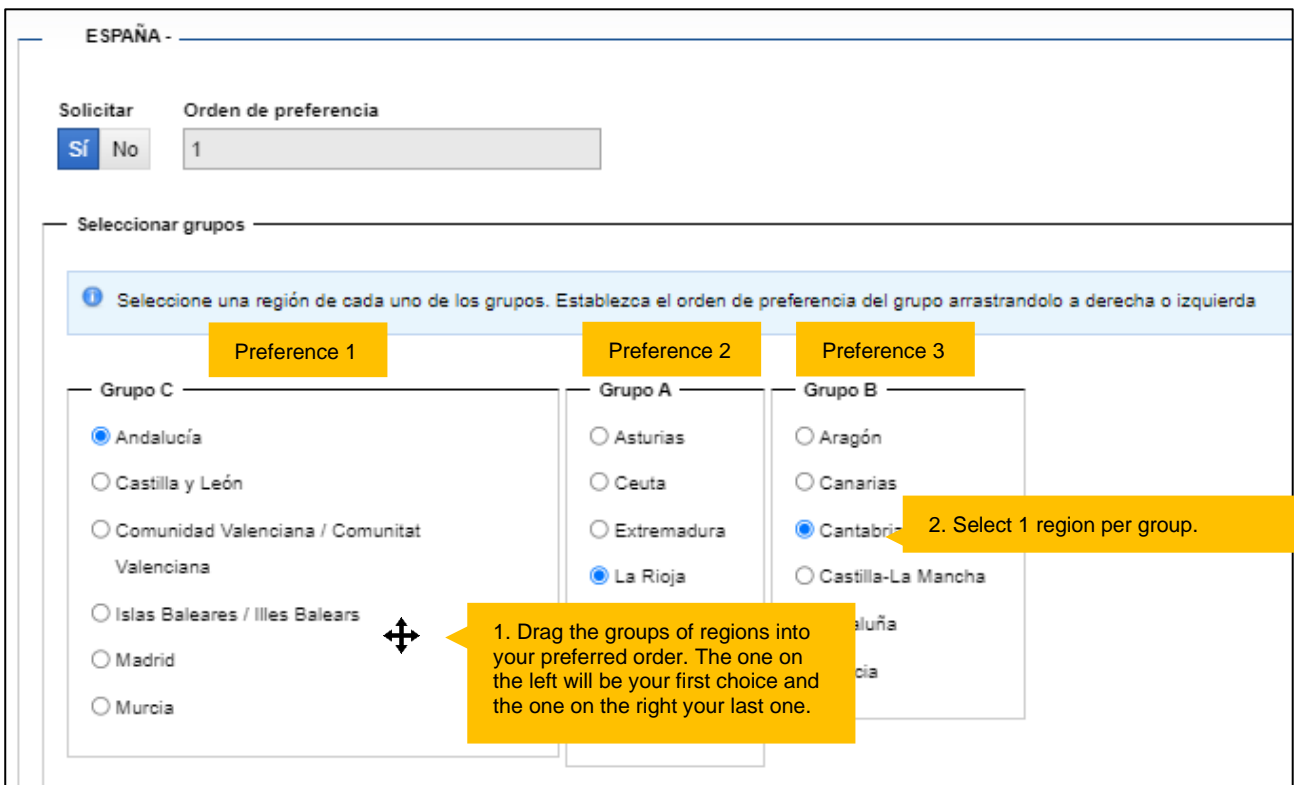
When you have finished, click **Save/Guardar** at the bottom, then go to the top and click on the tab labeled **Destinos(Placements)** to continue with the application.

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.



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.



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 ✗.

The screenshot shows the 'Summary' tab of an application form. At the top, there are four tabs: 'Requirements', 'Interest data', 'Destinations', and 'Summary'. Below the tabs, the section is titled 'Requisitos'. There are seven numbered requirements listed, each preceded by a green checkmark (✓). The requirements are: 1. Have nationality from one of the following countries: Germany, Australia, Austria, Belgium, Brazil, Bulgaria, Canada, China, Ivory Coast, Denmark, United States, Philippines, Finland, France, Hungary, India, Ireland, Italy, Luxembourg, Malta, Morocco, Norway, New Zealand, Netherlands, Oceania countries (Fiji, Solomon Islands, Tonga, and Vanuatu), Poland, Portugal, United Kingdom, Czech Republic, Singapore, Sweden, Switzerland, and Tunisia. 2. Have a bachelor degree or be enroll in bachelors programme. 3. To be of legal age (having turned 18 before January 1, [redacted]) and to be under 60 years old as of January 1, [redacted]. 4. Not suffer from any illness that would prevent the performance of duties as a language assistant during the academic year. 5. Provide a signed letter of intent. 6. Submit a letter of reference or report from a teacher or employer, dated no earlier than September [redacted]. 7. Have a negative certificate of sexual offenses.

If there were to be an issue in any section, **the application 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.

A close-up of requirement 5: ✗ 5. Provide a signed letter of intent. Below the requirement, there is a red highlight box containing the text: Obligatorio para poder tramitar la solicitud.

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

A close-up of requirement 5: ✓ 5. Provide a signed letter of intent.

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, and 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


Aviso de confirmación ✖

⚠ Una vez presentada la solicitud no se podrá modificar. ¿Seguro que quiere continuar?

No Sí

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.

Auxiliares de conversación extranjeros en España	24AEXT0421000001	En revisión	Nueva		
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We recommend downloading and saving the PDF summary of your application for your records.

5. APPLICATION IN DRAFT STATUS

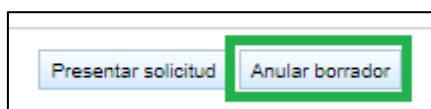
Always remember **to save the changes made** as you progress in your application. By doing so, the application will remain in draft status, and you will be able to continue completing it at any time (as long as it is while applications are open). You will not be able to submit an application after the 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.



The screenshot shows the 'Candidato / Mis solicitudes' page. At the top, there are logos for the Spanish Government and the Ministry of Education and Vocational Training, along with the 'Profex' logo. The navigation menu includes 'Inicio', 'Mi perfil', 'Mis solicitudes', and 'Cambiar idioma'. Below the menu, there is a table titled 'Listado de solicitudes' with the following columns: 'Convocatoria', 'Nº solicitud', 'Situación', 'Tipo', and an action column. One application is listed with the title 'Profesorado Visitante español en Estados Unidos, Canadá', a status of 'Borrador', and a type of 'Nueva'. A pencil icon is visible in the action column for this 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
- Australia – Education Office of Spain in Australia
- Brazil - Education Office of Spain in Brazil
- Bulgaria - Education Office of Spain in Bulgaria
- China - Education Office of Spain in China
- 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
- 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 of Spain in New Zealand
- Philippines - Education Office of Spain in the Philippines
- Poland - Education Office of Spain in Poland
- Portugal - Education Office of Spain in Portugal
- Singapur - Education Office of Spain in Singapur
- Thailand - Education Office of Spain in Thailand