

LANGUAGE AND CULTURE ASSISTANTS PROGRAM IN SPAIN

NEW APPLICANTS

FAQS – 2025-2026 CYCLE

1 Who can apply for the position of language assistant in Spain?

Application requirements will vary depending on the citizenship of the applicant. Applicants should contact their corresponding [International Organization or Education Office of the Embassy of Spain](#) for specific requirements.

The general requirements for new applicants and renewals are:

- ✓ Be a citizen or permanent resident of one of the countries that has signed a Memorandum of Understanding with Spain. To see these countries, check the document above.
- ✓ Have a conferred college degree or be currently enrolled as a 2nd year college student or higher.
- ✓ Be aged 18 - 60. You must be at least 18 years old as of January 1, 2025, and not be 60 or over on January 1, 2026, to participate in the program. Disclaimer: Age ranges have to do with labor regulations in Spain.
- ✓ Be in good physical and mental health in order to perform the duties of a language assistant in school classrooms.
- ✓ Submit a signed Statement of Purpose.
- ✓ Submit a letter of recommendation written by a professor or employer and dated no earlier than September of 2024.
- ✓ Applicants from Bulgaria, China, Denmark, Finland, Hungary, Norway, Poland, Netherlands, Czech Republic, Singapore, and Sweden must accredit a C2 level of English.
- ✓ Provide a clean Certificate of Sexual Offences. This certificate may be required at any stage of the process (renewals must request the certificate directly from the Spanish police).

Please note: The number of available placements and the selection process will depend on the country of citizenship and the requirements established by that country or the international organization that handles the program.

2 When does the application period begin?

Usually in January/February of the new year.

Check with your corresponding International Organization or Education Office of the Embassy of Spain websites for up-to-date information. You can access the websites [here](#).

3 How do I complete my application?

- New applicants from Austria, Belgium, France, Germany, Ireland, Italy, Malta, Switzerland, and the United Kingdom will apply through the corresponding international organization in their country within the timeframe and procedures established by said organizations.
- New applicants from Australia, Bulgaria, Brazil, Canada, China, Côte d'Ivoire, Denmark, the United States, Philippines, Finland, Hungary, India, Luxembourg, Morocco, Norway, New Zealand, the Netherlands, Oceanian countries (Fiji, Solomon Islands, Tonga, and Vanuatu), Poland, Portugal, Czech Republic, Singapore, Sweden, and Tunisia) will apply through the Education Office of the Embassy of Spain pertaining to their country of citizenship.

Applications are online only. Applicants must register with a username and password on the Ministry of Education of Spain Profex 2 portal. Completing the CV portion of the application **is optional**. If you chose to complete it, it is the only part of the application that may be filled in before the cycle opens. You must submit your application only during the application period. Please pay close attention to the opening and closing dates.

4 Do I need a transcript from the university where I am studying?

Yes. You need to present an official transcript or a copy of your college degree.

5 Is a recommendation letter required?

Yes. The recommendation letter must be recent, dated no earlier than September 2024.

6 Do I need to know Spanish?

It is desirable to have a basic knowledge of the language to accommodate daily life in Spain, for example for renting an apartment, buying groceries, opening a bank account, or applying for a residency card. However, your level of Spanish is not a requisite.

7 Can I choose a preferred location?

On your application, you can select three regional education offices that correspond to the 17 autonomous communities (regions) of Spain for which you are eligible according to your nationality/country of citizenship. Preferences are considered

when possible but unfortunately and due to the program characteristics, there are no guarantees that you will be placed in any of your 3 choices.

7. What are the next steps after I have submitted my application?

As soon as you submit your application, you will receive an email stating your “EN REVISION” status on the PROFEX 2 portal. This means that you have submitted your application, and it is ready to be reviewed.

Once reviewed, your application will change to “ADMITIDA” status on the Profex 2 portal. This means that you have correctly submitted all the required paperwork and are waiting for a regional education office placement. Please note that this **DOES NOT** mean that you have been **admitted to the program**.

If any of your paperwork were to need modification or is missing, you will receive an email from the Ministry of Education of Spain explaining what you need to provide in order to modify or include your application paperwork.

Once the Ministry awards you a placement, you will receive an email. You must accept the placement within **3 days of receiving the email**. If you do not, it is understood that you do not wish to participate in the program for that following school year.

Applicants from the United Kingdom **do not** apply via the PROFEX 2 portal. For these applicants, matching meetings are held in April/May to allocate applicants to the available placements. By mid-June, the international organizations will inform awarded applicants of their placements.

8. When will I be assigned to a school?

Applicants will usually be notified of their placements starting mid-June. Either the regional education office cohorts or the Ministry cohort allocate applicants to schools and send out the **placement letters** to the future language assistants. The placement letter is an essential document in order to apply for a visa or apply for/renew your residency card (TIE). Please note that the placement letter is NOT a contract.

9. What is the length of the program?

The school calendar for language assistants begins on October 1 and ends May 31, except for those placed in the Madrid regional education office who continue an extra month until June 30.

10. Is there flexibility for the starting date?

No, you can only begin the program **on the 1st or 15th of each month**. Exceptionally, in the month of October you can begin between October 1 and 4, or October 15.

11. How many hours a week will I be collaborating in classes?

The minimum schedule is 14 hours a week. Some regional education offices offer 15 or 16 hours with a corresponding increase in the monthly stipend.

12. What is the monthly stipend?

Language assistants will receive a monthly stipend of 800€ to help with the costs of food and accommodation in Spain. This amount may vary depending on which region you are placed in. Please check the [Conditions per Regional Education Offices](#) and the [Eligible Regional Education Offices](#) According to Applicant Nationality documents. Kindly note that the stipend is NOT part of an employment contract. It is an allowance to help with cost of room and board.

13. When will I receive the monthly stipend?

In general, the monthly stipend is sent out during the first 2 weeks of the following month of your collaboration with the schools. This means that your first stipend should be sent out in the first week of November. In some cases, the first stipend may be delayed until December. For this reason, it is advisable to bring enough savings to get you through all the expenses of the first three months in Spain, in addition to those needed to settle in a new environment.

14. Do I need to open a Spanish bank account?

Yes, you need a Spanish bank account in order to receive your monthly stipend. Most banks ask for your Foreigner Identification Number (NIE) to open an account. This number is usually found on your visa.

If you belong to the Ministry cohort, you must provide your bank account number to the Ministry on the Profex 2 portal. If you belong to the regional education offices cohort, each of these offices will provide you with the necessary onboarding instructions.

15. Do I need health insurance?

Applicants from countries in the European Union must bring their European Health Insurance Card (EHIC). British applicants must bring their Global Health Insurance Card (GHIC). For those without EHIC or GHIC and non-EU countries, private health insurance will be provided by the Ministry or by the regional education offices depending on your cohort. In case of a pre-existing illness or conditions, you must provide your own insurance.

16. Arrival in Spain. What should I do if I am an EU citizen?

You must apply for the European Union Citizen Registration Certificate at your local immigration office or police station. The certificate will include your Foreigner Identification Number (Numero de Identificación Extranjero - NIE). You must pay the corresponding fee and provide the following documents:

- ✓ Original and copy of your passport or an identity document/card
- ✓ Original and copy of the placement letter
- ✓ A duplicate of the official model (EX-18) completed and signed, and proof of payment for the EU Citizen Registration Certificate
- ✓ [Link](#) for appointment

17. Arrival in Spain. What if I am a non-EU citizen?

Your Foreigner Identification Number (NIE) should appear on your visa. You will need to apply for a residency card (TIE) within the first 30 days of your arrival in Spain. You must pay the corresponding fee and provide the following documents:

- ✓ Original and copy of all the pages of your passport
- ✓ Original and copy of the placement letter

- ✓ A duplicate of the official model (EX-17) completed and signed, and proof of payment of the corresponding TIE fee
- ✓ [Link](#) for appointment

18. How do I withdraw from the program if I can't start or continue?

1. If you belong to the **Ministry cohort**: you must send an email to the following address: renuncias.auxminis@educacion.gob.es. Please also copy your school on the email.
2. If you belong to the **Regional Education Offices cohort**: you must send an email to your regional education office. Please also copy your school on the email.

It is important to advise of your withdrawal from the program as soon as possible so another applicant from the waiting list may be offered your placement.

19. If I am a renewal, how do I renew?

Please consult the following documentation for renewals:

- [Program Conditions](#)
- [Conditions per Regional Education Offices](#)
- [Eligible Regional Education Offices According to Applicant Nationality](#)
- [Contact email addresses for Regional Education Offices and the Ministry of Education Cohorts](#)