

By **mid-May** your status will change to **Adjudicada** if a scholarship and placement is granted to you, or **Reserva** if you are on the waiting list.

To check your status on Profex:

1. Go to: [www.mepsyd.es/profex](http://www.mepsyd.es/profex) or to [www.educacion.es/profex](http://www.educacion.es/profex)
2. Click on **Mantenimiento del CV**
3. Log into your account.

The Profex system has been changed. You may not be able to access your account. To resolve this problem please click on the "has olvidado tu contraseña" link and put in your user name. Shortly after this a temporary password will be sent to your e-mail account. *Please look for this email both in your inbox and spam folder.* Using your username and this password you will then create a new password of your choosing. Make sure to follow the instructions as the password requires various cases, numeric characters and punctuation. You should then be able to access your account.

4. You must look under -**Auxiliares de Conversación**
5. Then under -**Consulta solicitudes** or under -**Listados Admitidos**. Make sure you select **2009 - Auxiliares de conversación extranjeros en España** from the drop down menu first.

**If you have been sent an email by Profex that says:** *Ha sido adjudicada la plaza en <DESC\_CENTRO> - Region X - España a su solicitud 09\_2AXC000XXX del programa de Auxiliares de Conversación. Si desea renunciar(DECLINE) a esta plaza comuníquelo lo antes posible a [xxxxxxx.xxx@mec.es](mailto:xxxxxxx.xxx@mec.es)*

You may do one of the following actions: aceptar/accept or renunciar/decline.

**To aceptar/accept:**

You should accept the position on Profex in order to receive your official acceptance letter which will include the city and school you are assigned by the regional education authorities. This letter is required for your visa application. Please wait for further instructions on visa application matters. You may accept under -**Auxiliares de Conversación -Gestión solicitudes**  
-**Aceptación y renuncia candidatos**

**To renunciar/decline:**

If you "renunciar" you will give up the entire grant, that is to say that you will not be able to participate PERIOD. If you would like to participate in a region other than the one assigned to you, you will have to wait and apply for the 2010-11 school year. You must send an email to the address included in the email you receive from Profex with the regional assignment offer (see above).

Please check your e-mails both in your inbox and spam folder for updates.