

LANGUAGE AND CULTURE ASSISTANTS IN SPAIN MANUAL



2010-2011

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1. Introduction

****** A quick note about Profex:** The Profex program is utilized by the Ministry of Education for all of its international programs. As such, you may find other information that may not have to do with you, that is because it pertains to other programs. Please only do the Curriculum part, which is universal for all programs, and then the specific application can be found under *Auxiliares de Conversación*, which is your program of interest.

What does the program entail?

The program is an academic “continuing education” grant provided by the Ministry of Education of Spain. The program sends 1500 American and Canadian participants to Spain each year to serve as teaching assistants, sharing their native knowledge of the English or French language and North American culture in Spanish public K-12 schools. Occasionally public language schools also request an assistant for their classrooms. The program, though fairly young, has been gaining popularity quickly with more and more demand each year for such a unique experience!

Who may participate?

Candidates must hold a U.S. or Canadian passport. The candidate must be a native or bilingual English or French speaker. The candidate shall hold a minimum of a BA or BS by the end of the academic year preceding the start of the program or be an upcoming Junior or Senior student at their university or be a university graduate. Candidates must be in good physical and mental health. Candidates **MUST** have an intermediate level knowledge of the Spanish language at minimum.

The average age of a participant is 21-35, as long as they meet the profile listed above and submit the documentation listed in the “Requirements” section below; candidates older than 35 may be subject to regional evaluation.

We ask for an open-minded, flexible attitude as the participants are language ASSISTANTS in the classroom regardless of their years of work experience in the field.

Required Documents:

- A copy of the photo and information page of your valid passport.
- The one page pdf printout of the online application (not the curriculum portion) with your hand-written signature and a passport sized photo attached to the upper right hand corner.
- An official college transcript or a copy of your college diploma
- A one page letter of recommendation, in English or Spanish, from a former professor or from your supervisor if you have been out of school for over five years.
- A one page statement of purpose for participation in the program in either English or Spanish.
- A medical certificate of good mental and physical health issued by your doctor. Please follow the format available in the FAQ section on our website, www.mepsyd.es/exterior/usa/en/programs/us_assistants/faq.shtml
- A document detailing your police record issued by your local or state police.

Working Conditions

The assistant will work 12-16 hours weekly in their assigned school. The schedule will be determined by the program coordinator in the assigned school. You may be the only assistant in your school or there may be multiple participants assigned to the same school depending on demand. You will have plenty of free time to take advantage of your stay abroad!

Expectations

You are expected to be punctual, flexible and have a positive attitude. Although this is an academic grant it is to be taken seriously and treated like a job. You may be removed from the position due to disciplinary problems or you may use them as a reference in the future if you do excellent work and enjoy the experience. It is up to you to be responsible and meet the standards and rules set forth by the program and your school.

Benefits

You will receive a minimum monthly stipend of 700 net euros. You will be provided general health insurance by your region covering basic needs, emergencies and repatriation. You will be responsible for paying for any prescriptions. However, the prescriptions in Spain cost approximately 80% less than those found in the States and you will end up paying about the same price out of pocket as you would pay with insurance for a US prescription.

You partake in a unique and enriching experience in Spain! Many people opt to renew the grant for a second year. However, this repeat year is only possible if the candidate is issued a positive evaluation from their school representative. Those wanting to participate for a third year will not be given any type of priority. You will receive initial and continuing professional training. At the end of the program you will receive a certificate of completion for your services rendered that may count as credit as a “continuing education unit/credit.” Upon your return to your home country you will have gained experience that will put you ahead of the competition should you want to apply for a job that is related to the Ministry of Education such as a teacher in an ISA (International Spanish Academy). This is a great way to gain experience, travel, make new friends, improve your knowledge of Spanish language and culture, and positively represent your home country.

Duration

The program generally lasts 8 months from October 1 through May 31. The participant may opt to renew for a second year only. However, this repeat year is only possible if the candidate is issued a positive evaluation from their school representative. Those wanting to participate for a third year will not be given any type of priority.

Application Period

The application period runs from November 30, 2009 until March 30, 2010. The applicants will need to submit their documents online and then send their hard copy documents to their corresponding office. The deadline for receiving hard copy documents is April 15, 2010. It is best if you send your hard copies shortly after you submit your online submission. Please be aware, although your application will be processed when received, you will not receive word about a regional placement or wait list status until mid-late April 2010. We will update you as often as possible regarding application updates, placements and wait list status via mass emails from Profex. Please make sure to check your spam folder as these emails often get caught there and mark the Profex mailer as a safe sender.

2. Registration and application process

Online registration and application instructions

1. How to register

You have to log on PROFEX, which is an online web service application designed to enable candidates to submit their applications online for the international programs of the Spanish Ministry of Education: www.educacion.es/profex

– Click on [2010 - Auxiliares de conversación extranjeros en España](#) hasta el 30/03/2010 23:59 (hora peninsular española).

– Click “Registrarse”. Next, click on “Registro en el sistema.” This is where you will create a user name and password.

– Enter the information requested:

a. Tipo de documento: unless you possess Spanish citizenship you will choose “otros.”

b. Especificar: if you choose Otros (‘others’) at Tipo de documento, enter here the type of document you are using to sign in, it is preferable that you use your passport and passport number for this section. If you do not have a passport yet you may use your Driver’s License.

c. Documento: Please enter your Passport or Driver’s License number.

d. Correo electrónico: enter your e-mail address. Please use a permanent email address as many college emails expire after graduation.

e. Contraseña: enter a password. Please follow the instructions to create a password that complies with the specifications (please see Reglas de formación)

f. Confirmar contraseña: enter your password again.

g. Make sure to click the small box agreeing with the Privacy Policy ([Información del fichero de datos de carácter personal](#)) then click “Aceptar”.

- h. Shortly thereafter you will receive a confirmation email with the details of your login profile. Save/print this email for your use and convenience.
- i. The program functions best using a PC and Internet Explorer. You may experience technical difficulties if you use other systems.

2. Creating your CV

- From the www.educacion.es/profex page click on the Auxiliares 2010 link again.
- Sign in with your user name and password on the “Oficina Virtual” page. Click “aceptar.”
- Under the “Trámites Disponibles” select “Profesores.” Please do not worry if you are not an actual teacher.
- A new menu will appear with possible programs, select the “solicitudes” option under the heading “Auxiliares de conversación extranjeros en España.”
- Sign in again with your user name and password if prompted. It may say that you don’t have any “solicitudes,” ignore this and click on “Acceso aplicación.”
- Click “Curriculum”. To view data click “Consultar”; click “Modificar” if you want to enter or modify any information. You may be required to click “Alta” on each individual section to access the page if you are just starting out.
- Enter the data requested. Asterisk-marked information is obligatory. Please ignore the box marked “Contrastado” in each section.

a. Datos personales

- Nombre: name.
- Apellido: last name.
- Segundo apellido: other last name if you have one, i.e. if your last name is Megan Smith Jones, Jones would be the appropriate name to put here. This is not a field for your middle name.
- Fotografía tamaño carnet: passport size photograph (optional)

- País de residencia: country of residence.
- Lugar de nacimiento: place of birth.
- Fecha de nacimiento: date of birth.
- Dirección permanente: permanent address.
- Localidad: city.
- Código postal: zip code.
- Especificar zona geográfica (specify area): enter "Europe, North America, etc."
- Dirección actual: current address.
- Persona de contacto emergencias: emergency contact.
- Nacionalidad: BE SURE TO PUT ESTADOS UNIDOS DE AMERICA OR CANADIENSE IN THE NACIONALIDAD FIELD!!! If you are in possession of a US or Canadian passport this is your nationality (even if you hold dual EU citizenship in reference to the program you need to be American or Canadian) and is the number one requirement of the program. If you put another nationality your application may be lost and you could potentially miss out on your preferred assignment due to our inability to view your application in the system for the North American (United States and Canadian citizens) Language and Culture Assistants Program. DO NOT FILL OUT ANY VISA INFORMATION. That section is only for Spaniards coming to the USA or Canada.

b. Formación académica ('education')

- Click "Alta" to enter or modify any data.
- If you do not know what C.A.P. means LEAVE IT BLANK.
- Títulos: degree, diploma, etc.
- Universidades españolas / Títulos españoles: unless you received a higher education DEGREE from a Spanish university, LEAVE BLANK. Study abroad information goes in "Formacion Adicional."
- Otros centros / Otros títulos: enter the name of your University and the degree you have/will obtain from it.
- Fecha de inicio: start date.

- Fecha de fin de estudios: date of completion of studies.
- Check “Estudiante último curso” if you are in your last year of studies.
- Nota Media Expediente: cumulative grade point average (use a comma in place of a period in your GPA).

c. Experiencia docente: teaching experience (optional)

- Denominación del Puesto: position, e.g. “teacher of English”.
- Centro: school.
- Número de alumnos: number of students.
- Categoría del docente: “Func. de Carrera” (‘career civil servant’) “Interino” (‘temporary civil servant’), “Otros” (‘others’).
- Tipo Enseñanza: “Reglada” (‘education regulated by law’; e.g. primary or secondary education); “No Reglada” (‘not regulated by law’, e.g. summer courses); “Otros” (e.g. private lessons)

d. Experiencia No Docente (optional)

- Enter any relevant work or internship experience.

e. Datos de Funcionarios

- Leave blank

f. Formación adicional:

Other courses. You may enter study abroad experience here. Other examples of information applicable here is an ESL certification (if you have it) or other certification courses you may have.

g. Idiomas: languages.

- Click “Alta” to enter or modify any data.
- Choose your level in each of the following categories of language: hablado (‘speaking’), lectura (‘reading’), comprensión oral (‘listening’), escritura (‘writing’). Make sure to specify that the language is not your mother tongue.
- Click “Listado de títulos” to add information about your language certificates / diplomas.

h. Otros méritos:

Enter any other relevant merits.

3. Review your curriculum

Before proceeding, please verify that you meet the necessary requirements to participate in this program (see the official announcement), and double check that your CV is complete and updated. Please note that the program will not allow applications to be submitted that do not meet the required criteria.

The first part of the application process only includes general data. At this stage applications will be placed in “pending” (“pendiente de destino”) status. This status also indicates that you have not listed your preferred regions yet.

4. Program application

You may access the actual application by choosing Auxiliares de Conversacion, and then presentacion solicitudes. From there please select 2010 – Auxiliares de conversacion extranjeros en Espana from the drop down menu, then click nueva solicitud. This action will take you to the general application page. The only required portion are the top 5 fields labeled Requisitos. It is not obligatory to upload your documents here as you will be sending us a hard copy via mail.

The second part of the application also allows you to rank your ideal destination in preferential order (Comunidad Autónoma). It will be the screen after the general application page with the check boxes. There should be a blue bar in the middle of the page with a check mark at the far right of it. Click this check mark and the regions should appear. Then please push siguiente to continue the application. At this stage your application is in its “rough draft” (borrador) stage and you will still be allowed to edit and modify data. At this point your application is complete but has not yet been submitted.

At this stage your application, which includes a CV and any attached documentation, will officially enter the system and you will be considered a formal candidate. To submit your application, please click on “Buscar solicitudes” on the left hand menu, select your application and click on “inscribir”. At this point, your application can no longer be modified or edited. **YOU MUST INSCRIBIR (SUBMIT) YOUR APPLICATION FOR IT TO BE VALID.**

Hard Copy Documentation: Where to send required paperwork

Renewal candidates should consult with their regional coordinators (please see Annex 1). Their paperwork will go to the regional office or to Madrid. Please do not send renewal paperwork to any U.S. or Canadian office.

Candidates from the following States:

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming.

Please submit your application to the following address:

Ms. Carmen Fernández Santás carmen.santas@educacion.es

Education Office

Consulate General of Spain in Los Angeles

6300 Wilshire Blvd., Suite 830
Los Angeles, CA 90048
Tel.: (323) 852-6997 Fax: (323) 852-0759

Candidates from the following States:

Massachusetts, Michigan, Missouri, Nebraska, New Hampshire, New Jersey, New York,
North Dakota, Ohio, Rhode Island, South Dakota, Wisconsin, Vermont and Puerto Rico

Please submit your application to the following address:

Mr. Jesús Álvarez González jesusm.alvarez@educacion.es

Education Office

Consulate General of Spain

358 Fifth Avenue, Suite 1404

New York, NY 10001

Tel.: 212-629-4435

Fax: 212-629-4438

Candidates from the following States:

Alabama, Arkansas, South Carolina, North Carolina, Florida, Georgia, Louisiana,
Mississippi, Oklahoma, Tennessee, Texas

Please submit your application to the following address:

Mr. Juan José Cogolludo jjose.cogolludo@educacion.es

Education Office

Consulate General of Spain in Miami

2655 Le Jeune Road, Suite 1000

Coral Gables, FL 33134

Tel. 305-448-2146

Fax 305-445-0508

Candidates from the following States:

Connecticut, Delaware, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Minnesota, Maryland, Pennsylvania, Virginia, West Virginia and Washington, D.C.

Please submit your application to the following address:

Mr. Pedro P. Rey-Rodil pedro.rey@educacion.es

Education Office

Embassy of Spain

2375 Pennsylvania Ave. NW

Washington, D.C. 20037-1710

Tel. 202-728-2335

Fax 202-728-2313

Candidates from Canada

Please submit your application to the following address:

Mr. Jorge Luengo jorge.luengo@educacion.es

Education Office

Embassy of Spain

74 Stanley Avenue, Suite #122

Ottawa, ON K1M 1P4

CANADA

Tel. 613-741-8399 / 613-741-4860

Fax. 613-741-6901

Profex support

Ms. Rachel Canteri rachel.canteri@educacion.es

Ph.: 202-728-2335

General program inquiries:

norteamericanos@educacion.es

Selection Process

It pays to be timely for the Auxiliares de Conversación Program. Once each application is submitted/inscrita online it is given an application number, for example 10_1AX000423, the application number being 423. The placements are given on a first-come first-served basis according to this application number. Every effort is made to give you one of your regional preferences or at least a neighboring region to one of those preferences. Please remember a preference is only that and that the program is a privilege not a right. Should you be unwilling to go to your assigned region someone on the waiting list will be happy to take your place. Please realize that you may only preference a region and YOU MAY NOT PREFERENCE A CITY. The regional education authorities, i.e. Junta de Andalucía, Junta de Castilla La Mancha, Comunidad de Madrid, will assign your city and school after you have accepted the regional placement offer.

What does it mean to be “admitida?”

There are several different statuses that you may have during the application and admission process as well as some uncommon vocabulary used on Profex (see Annex 5 GLOSSARY OF TERMS). The “admitida” status seems to be the most confusing. To be “admitida” means that your application has been received, analyzed, and is not lacking any required documents. This status makes you eligible (but not selected) to

receive a regional placement. However, please note that if you are “admitida” you may not receive a placement depending on your application number (see above). For example if there are 500 spots but you are application number 502 with “admitida” status you will be wait listed.

Regional Placement Process

Spots are assigned on a first come first-served basis according to application numbers that also have admitida status. Not everyone may receive their first choice. Our most important priority is assigning ALL placements that have been requested.

What to do after receiving a regional placement

ACCEPT! Accepting your placement gets the ball rolling for the whole process. You do have the option to also decline the offer. If you choose to decline the offer you may not be considered for any other placement for that school year. You may, however, reapply for the next academic year. Please accept or decline the assignment within 5 business days of receiving the notification email from the Profex system. Those candidates who fail to accept or decline in the specified time period may be barred from participating in future editions of the program.

How to accept on Profex

Log in to your account. On the left hand menu click *Auxiliares de Conversación*. Then click on *Gestión solicitudes*. Click on *Aceptación y renuncia candidatos*. On the drop down menu make sure to select *Auxiliares extranjeros en España 2010*. Then click search. Your name should appear with an option to accept or decline: *aceptación/renuncia*.

Patience: Waiting for the acceptance or “nombramiento” letter

Each region writes the acceptance letters for their corresponding assistants. The state-side portion of the program is not involved in this, cannot rush it, nor affect any part of the process. If your letter is exceptionally late please contact your regional coordinator (see Annex 1). This letter is extremely important as it details key information (health insurance, stipend, city and school information) needed for your visa application as well as is a required document for the visa application. Some regions are very timely with mailing the acceptance letters and others are not. Please be patient. As long as you accept on Profex and keep open communications with your region you will get to Spain.

Contact Information for each Autonomous Region / “Comunidad Autónoma” (see Annex 1)

3. Visa Application

Required documents

Link to the Schengen Student Visa Application:

<http://www.consulate-spain-chicago.com/downloads/SchengenVisa.pdf>

Passport. (Must be signed and valid for a minimum of three months beyond the expected day of return).

A photocopy of your school ID and of your Driver's License or non-driver's ID.

2 recent and original passport photos with clear white background.

The original letter from the Autonomous Community offering you a position in Spain.

*This letter is EXTREMELY IMPORTANT as it contains information about your grant, the duration of your stay in Spain, the school where you will be placed with name, address, and phone number and about the insurance policy.

Your visa processing fee: US\$ 100 (for US citizens). Fee must be paid by money order, made payable to the Consulado General de España.

*Original medical certificate (please check with the Consulate about the specific content of this certificate) with the Apostille of the Hague.

*Original certificate of good conduct (police clearance) issued by the police department of the city or cities in which the applicant has spent six months or more during the last five years (please, check with the Consulate about the need to have this certified with the Apostille of The Hague, http://travel.state.gov/law/info/judicial/judicial_2545.html

Visa application form properly filled out.

*Please make sure you keep the **original** asterisked documents as they are necessary for processes in Spain. Make sure the Consulate copies them and returns the **ORIGINALS TO YOU.**

Consulate General of Spain: Which Consulate do you belong to?

Lista de Cónsules y Consulados de España en los Estados Unidos

Junio de 2009

Consulado General de España en Boston

Cónsul General, D. Carlos Robles

31 St. James Avenue, Suite 905

Boston, MA. 02116

Tel. (617) 536-2506/2527

Fax: (617) 536-8512

E-mail: cog.boston@maec.es

Jurisdicción: Maine, Massachussets, New Hampshire, Rhode Island, Vermont.

Consulado General de España en Chicago

Cónsul General, D. Francisco Javier Rupérez Rubio

180 N. Michigan Ave., Suite 1500

Chicago, IL 60601

Tef. (312) 782-4588/4589

Fax: (312) 782-1635

E-mail: cgspain.chicago@mail.maec.es conspainchicago@sbcglobal.net

Jurisdicción: Illinois, Indiana, Iowa, Kansas, Nebraska, North Dakota, South Dakota, Ohio, Kentucky, Michigan, Minnesota, Missouri, Wisconsin.

Consulado General de España en Houston

Cónsul General, D. Miguel Ángel Fernández de Mazarambroz Bernabeu

1800 Bering Dr., Suite 660

Houston, TX 77057

Tel. (713) 783-6200/05/14

Fax: (713) 783-6166

E-mail: conspainhouston@mail.maec.es

Jurisdicción: New Mexico, Oklahoma, Texas, Alabama, Arkansas, Louisiana, Mississippi, Tennessee

Consulado General de España en Los Ángeles

Cónsul General, D. Inocencio Arias

5055 Wilshire Blvd., Suite 860

Los Angeles, CA 90036

Tel. (323) 938-0158/0166

Fax: (323) 938-2502

E-mail: cog.losangeles@maec.es

Jurisdicción: California (condados de Imperial, Kern, Los Angeles, Orange, Riverside, Bernardino, San Diego, San Luis Obispo, Barbara y Ventura), Arizona, Colorado, Utah.

Consulado General de España en Miami

Cónsul General, D. Santiago Cabanas Ansorena

2655 Le Jeune Rd., Suite 203

Coral Gables, FL 33134

Tel. (305) 446-5511/12/13

Fax: (305) 446-0585

E-mail: cog.miami@maec.es

Jurisdicción: Florida, South Carolina, Georgia

Consulado General de España en Nueva York

Cónsul General, D. Fernando M. Villalonga

150 East 58th Street, 30 th & 31st Floors

New York, NY 10155

Tef. (212) 355-4080/81/82/85/90

Fax: (212) 644-3751

E-mail: cog.nuevayork@maec.es

Jurisdicción: New York, Connecticut, Delaware, Pennsylvania, New Jersey

Consulado General de España en San Francisco

Cónsul General, D. Manuel Pradas Romani

1405 Sutter St.

San Francisco, CA 94109

Tel. (415) 922-2995/96

Fax: (415) 931-9706

E-mail: conspsfo@mail.maec.es

Jurisdicción: Alaska, California (salvo parte sur), Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Wyoming, posesiones estadounidenses en el Pacífico.

Consulado General de España en Washington DC

Cónsul General, D. Alvaro de Salas Giménez de Azcárate

2375 Pennsylvania Ave., N.W.

Washington D.C. 20037

Tef. (202) 728-2330

Fax: (202) 728-2302

E-mail: cog.washington@maec.es

Jurisdicción: Maryland, Virginia, West Virginia, District of Columbia, North Carolina.

Consulado General de España en Puerto Rico

Cónsul General: D. Carlos Vinuesa Salto

Edificio Mercantil Plaza, 11th.

floor of 1101

Hato Rey - Puerto Rico 00919

Enviar correspondencia a:

Apartado Postal 9243

Santurce, PR 00908

Tef. (787) 758-6090/6142/6279

Fax: (787) 758-6948

E-mail: cgesp.pr@correo.maec.es

Jurisdicción: Puerto Rico, Islas de Culebra y Vieques, Islas Vírgenes.

Instructions for Student Visa processing

LANGUAGE AND CULTURE ASSISTANTS IN SPAIN **updated 23-sept-09**

VISA APPLICATION INSTRUCTIONS FOR US ASSISTANTS

Dear Award Recipients,

We are delighted that you have accepted the North American Language and Culture Assistants Grant for the 2010/11 academic year. We wish you a most successful experience in Spain.

Please CAREFULLY READ THE FOLLOWING INSTRUCTIONS:

Below you will find information about the steps you need to take before your departure for Spain:

You will be in Spain under a Student visa. You will be receiving a grant and your stay in Spain is considered a practicum, therefore a continuation of your higher education.

REMEMBER you cannot leave for Spain before obtaining a visa. You will need to apply for this visa within the next few weeks.

BEFORE STARTING YOUR VISA APPLICATION

Please read the following instructions VERY carefully:

To locate the specific Consulate General of Spain in the U.S., please go to the following weblink:

<http://www.maec.es/SUBWEBS/EMBAJADAS/WASHINGTON/EN/MENUPPAL/PRESENCIAESPANOLA/CONSULAR/Paginas/OficinasConsulares.aspx>

In most cases you will need to apply for the visa IN PERSON at the Consulate that has jurisdiction over your residence - normally your home residence or where your driver's license or ID has been issued in. For example if you reside in South Dakota, you will apply for your visa in Chicago. Also, the enclosed police record should be issued by a local police department of one of the states over which the Spanish Consulate in your area has jurisdiction.

Please consult the web page of the Consulate General to get information about the documents you will need and start preparing them as soon as possible. The process may take up to 12 weeks. Please, find attached a compilation of the consulates information available on Students visas.

3. Before applying for the visa you need to receive an original acceptance letter from the Autonomous Community. This letter may be in the format of an email attachment, regular mail, or both. You will need to present this original at the Consulate. Be sure to have the original returned to you after applying for the visa. THE ORIGINAL letter will be necessary later in Spain

4. In some cases you may need to schedule an appointment to apply for your visa. Please double check at the Consulate's website or call prior to your visit.

5. Visa applicants through the Consulate General of Spain in Miami (Florida, Georgia and South Carolina): The Education Office in Miami will contact you and give you specific instructions on how to process your visas. DO NOT contact or schedule an appointment with the Consulate General of Spain in Miami but wait for the Education Office to contact you.

6. Visa applicants through the Consulate General in LOS ANGELES and SAN FRANCISCO please log on <http://www.usc.edu/dept/education/SRC/english/secretary.htm> and follow the specific instructions under VISA PROCESS FOR NORTHAMERICAN LANGUAGE AND CULTURE ASSISTANTS

7. When you schedule the appointment, please mention the following:

You will participate in the “Auxiliares norteamericanos” program.

You will be starting your assistantship during the last week of September or the first week of October (see point 9 for exact starting dates).

8. Any questions regarding visa applications should be addressed to the Consulate. Questions about other aspects of the process, including failure to get an appointment at the Consulate, should be addressed to the Spanish Education Office nearest to your place of residence/college: <http://www.mepsyd.es/exterior/usa/en/intro/contact.shtml>

9. PLEASE, DO NOT PURCHASE ANY NON-REFUNDABLE, NON-CHANGEABLE PLANE TICKETS until you have your visa in hand.

10. Before starting your assistantship, you will need to attend the orientation scheduled for your particular region in Spain (Comunidad Autónoma). The available dates and venues will be announced soon but it is usually held during the last week of September.

UPON ARRIVAL IN SPAIN

The visa you will get IS ONLY VALID FOR 90 DAYS. Within the first 30 days after your arrival in Spain you need to take this visa, your original acceptance letter, your original health certificate and the original police record to the closest police station or immigration office (Oficina de Extranjería) and request your temporary resident alien ID card and number (NIE -Número de Identificación de Extranjero). Please ask for assistance at your school or from your regional education officers in Spain.

This NIE will cover the full stay in the country. APPLY FOR IT AS SOON AS YOU GET THERE. It may take a few weeks to get an appointment. Do not let your visa expire or you will have to return to the USA or Canada and apply for a new one.

GENERAL INSTRUCTIONS FOR VISA APPLICATION

Documents needed:

Passport. (Must be signed and valid for a minimum of three months beyond the expected day of return).

A photocopy of your school ID and of your Driver's License or non-driver's ID.

2 recent and original passport photos with clear white background.

The original letter from the Autonomous Community offering you a position in Spain.

This letter is EXTREMELY IMPORTANT as it contains information about your grant, the duration of your stay in Spain, the school where you will be placed with name, address, and phone number and about the insurance policy.

Your visa processing fee: US\$ 100 (for US citizens). Fee must be paid by money order, made payable to the Consulado General de España.

Original medical certificate (please check with the Consulate about the specific content of this certificate) with the Apostille of the Hague.

Original certificate of good conduct (police clearance) issued by the police department of the city or cities in which the applicant has spent six months or more during the last five years (please, check with the Consulate about the need to have this certified with the Apostille of The Hague http://travel.state.gov/law/info/judicial/judicial_2545.html)

Visa application form properly filled out.

Here are some tips to help you fill in some of the items that appear on this form that you can access at: <http://www.conspainmiami.org/Visados/FORMVISA.pdf>

ITEM	READS	YOU SHOULD WRITE
22	Tipo de visado	Larga duración / Long stay
24	Nº de entradas	Multiples / Multiple entries
25	Duración de la estancia	Leave empty
29	Finalidad del viaje/ Otros	Estudios
34	Name of Autonomous Community	Comunidad Autónoma, province, city, and school. Name of the person that has contacted you from Spain
35	¿Quién paga los gastos...?	El solicitante / Myself
36	Medios de subsistencia durante la estancia: Otros	Beca Ministerio de Educación de España Seguro médico y accidentes válido hasta el 31 de mayo de 2010: (as stated by each Comunidad Autónoma, find this information in your acceptance letter)
30, 31	Fecha de Llegada/ Date of Arrival; Fecha de salida/ Date of Departure	The dates provided can be tentative
45, 46	Dirección y teléfono	Your permanent address and phone number

Do not forget to sign and date the form

Once in Spain: NIE and Residence Card (TIE)

www.mir.es, www.policia.es

Under the current regulations two types of Student Visas are available within the European Schengen member countries.

1. Student Visa for extended stays (LONGER THAN 6 MONTHS): Most participants qualify for this type of student visa. This visa is active and valid for 3 months. This visa serves as an authorization for your first entry into the country. Within the first 30 days after first entering the country the holder of the visa must apply for a NIE (número de identidad de extranjero) number and a Temporary Residence Card for Foreigners (TIE). These are two individual processes resulting in two individual documents that is done in a Police Office for Foreign Aliens (Extranjería). The residence card (TIE) should be valid for the remainder of the duration of the program (May 31 or whichever date is specified in the acceptance letter). We have found that many of the past participants have received a residence card (TIE) that expires in the last weeks/days of September (3 months after the end of the program).
2. Student visa for short stays (UP TO 6 MONTHS): This visa is valid for 6 months. This type of visa is being granted to participants that are planning to join the program in the second semester beginning in late January. This visa does not give the holder rights to a residence card nor may it be renewed or extended. However, it should be noted that a holder of a short stay visa is still REQUIRED to obtain a NIE number in order to be paid and make any other fiscal transactions.

The Embassy of the USA in Spain does not have anything to do with any of the aforementioned processes nor does the Spanish Ministry of Education in Spain or the USA. All of the assistants that enter Spain with a student visa in order to participate in

the program must go to their nearest Office for Foreign Aliens (Extranjería) and initiate the necessary processes to apply for the NIE and the Temporary Residence Card. If the student visa is allowed to expire and the NIE and Residence Card have not been applied for yet, the assistant may have problems in the future justifying their legal status in Spain.

To clarify any doubts about the difference between NIE, Residence Card, and Visa:

NIE: is an official fiscal number given to the applicant whether the person has a visa or not. By itself it only serves as a means to open a bank account or to make a financial transaction, among others. It is on an A-4 sheet that certifies that the holder has been issued the corresponding NIE number and that in no form or fashion does it serve as official identification nor permission for residence.

Temporary Residence Card for Foreigners (TIE): The residence card has the NIE number on the front and on the back the educational institution that the holder belongs to. In order to obtain the residence card one must present their visa and any other required supplemental documentation such as the original letter of acceptance from the assigned region. One must do this within the first 30 days after arriving in Spain. If for whatever reason a participant changes schools they must obtain a new residence card so that it reflects this change.

Visa: an official authorization to enter the country for a specific purpose.

This information is for the North American participants in the program (holding a US or Canadian passport); those with EU citizenship or from other countries may be subject to different conditions. For example, those with a EU passport **will have a NIE** for fiscal transactions but will not have a residence card as by EU agreement they have the right to move, reside and work freely.

4. Preparing for your Departure and Tips for Settling in to Spain

Ideas and Suggestions to prepare yourself for your school

Top 10 Tips

- 1.** Bring an **open-minded attitude** with you (and keep it handy). During your stay with us, you will become familiar with daily life in Spain, learn how Spanish schools operate and gain teaching experience.
- 2.** Jot down the **basic questions** you have in mind about this position so they are answered as soon as possible. Some examples could be:
 - a. How large is the school?
 - b. How old are the students?
 - c. Which subjects are bilingual?
 - d. What is the school's geographical and sociocultural environment?
 - e. Does the school have a partner school in my country?
 - f. Does the school have a website?
 - g. Which airport / train station is closest?
 - h. What are the possibilities for affordable accommodation?
 - i. Who should I contact when I arrive?
 - j. Can you provide me with name, email... of the previous language assistant?
- 3.** Get to know some **previous language assistants** who worked in the same school, area, region, etc. (learn from others' tips!!)
- 4.** Get to know your **future school and town** in advance. Search their web for information on projects, studies, etc.
- 5.** Get to know some **other language assistants** coming to Spain or your region (share your anxiety and/or expectations!!)
- 6.** Bring some **basic information** about your hometown, city, area, region, etc. (be the best ambassador!):
 - a. Visuals: pictures of family, friends, house, city or town, university...
 - b. Maps, brochures...
 - c. Postcards, posters, signs...
 - d. Menus, recipes, games...
 - e. Paper money and coins (if different from euros!!)
 - f. Written press:
 - National and local press, weather reports, cooking recipes, horoscopes...
 - Magazines for children and teens, comic strips, picture books
 - Advertising flyers, student newspapers and magazines, sports books
 - Programs for live concerts or plays
 - g. Audio:
 - Audio recordings of poems and nursery rhymes, stories and songs
 - Radio advertisements
 - Book readings
 - Karaoke DVDs
 - h. Audiovisual (be aware of different zone or systems):
 - Excerpts from TV newscasts
 - Video clips, TV commercials, weather reports...
 - i. Web links about your area
 - j. Finally, don't hesitate to bring documents related to your own interests, hobbies or area of university studies that might interest students
- 7.** Bring some **useful contacts** from teachers at your local or former primary/secondary schools. It may be helpful for future school exchanges, pen pal projects, visits, etc. (expand your public relations abilities!)

8. Think of possible ways to spend your **free time**. You will have plenty of time for traveling around, reading, doing sport, studying some course, doing on-line studies, taking up a new hobby, socialize, etc. (treat yourself!!)
9. Plan a **personal budget** to cover your expenses (rent, transport...) until you get your first pay check
10. Finally, start a **blog** or any other way to tell your friends and family about your activities (it will save you hundreds of emails!)

...WE ARE WAITING FOR YOU!!!

This document was originally prepared by José Antonio Alcalde

Practical ideas for the installation in Spain

<http://www.spainexpat.com/spain/category/C4/Living>

The living in Spain section covers information about meeting your more basic needs for life in Spain. You'll find information for finding property/real estate, apartments in Spain, schools and university programs, health care and medical insurance, English-speaking doctors, and sending mail through the postal system.

Craigslist in Spain in English: <http://madrid.es.craigslist.es/>

Like a Spanish Craigslist: <http://www.segundamano.es/>

Accommodation

The participants are responsible for their own room and board as well as their transportation to and from Spain. This, however, does not mean that each person will live alone. Many share an apartment with other assistants or Spanish roommates. The schools should have some resources to help you find a place to live. In a minority of cases the schools will even have host families for the assistants. Plan on staying in a hostel for about a week when you first arrive. Do not get an apartment just from looking at photos online. It is prudent to go check out the apartment yourself and make sure its advertisement is truthful before you commit to a lease. We also recommend arriving with 1000-1500 dollars in savings to get established.

Services

Ministerio del Interior www.mir.es

Policía www.policia.es

Please see the Annexes for the NIE and Residence Card Applications.

Community / Government

La Moncloa www.la-moncloa.es/default.htm

Health Insurance

Health insurance will be provided to each participant by their Comunidad Autónoma. This health insurance will vary in its specifics but in general should cover any basic/annual needs, emergencies, accidents, and repatriation. The participant is responsible for their own prescriptions. However, the prescription medicine in Spain is normally one-third the cost of prescription medicine in the US, essentially the same price as you would pay in the US with American health insurance.

5. Annexes

Annex 1: Regional Contact Information (subject to change, updated 12/22/09)

Ministry of Education

Programa de Auxiliares de Conversación extranjeros
Ministerio de Educación- Subdirección General de Cooperación Internacional
Paseo del Prado, 28, 2ª planta
28014 Madrid

Contact email: auxiliares.conv@educacion.es

Andalucía

Dirección General de Participación e Innovación Educativa
Servicio de Programas Educativos Internacionales
Calle Juan Antonio de Vizarrón, s/n Edificio Torretriana
41071 Sevilla

Contact email: auxiliares.ced@juntadeandalucia.es

Aragón

Programa de Auxiliares de Conversación extranjeros
Unidad de Proyectos y Programas con el Exterior
Departamento de Educación, Cultura y Deporte del Gobierno de Aragón
Avda. Gómez Laguna, 25, 2ª planta
50009 Zaragoza

Contact email: emarcof@educa.aragon.es

Asturias

Programa de Auxiliares de Conversación extranjeros
Consejería de Educación y Ciencia del Principado de Asturias
Dirección General de Políticas Educativas, Ordenación Académica y Formación Profesional
Servicio de Ordenación Académica, Formación del Profesorado y Tecnologías Educativas
Plaza de España, 5, 3ª planta
33007 Oviedo
Contact email: M.AUXILIADORA.CAOFERNANDEZ@asturias.org

Baleares

Servei de Programes Internacionals
Conselleria d'Educació i Cultura
Passatge de Guillem de Torrella, núm. 1, 1r pis
07002 Palma
Contact email: rsanchez@dgadmedu.caib.es

Cantabria

Programa de Auxiliares de Conversación
Consejería de Educación
Unidad Técnica de Renovación y Dinamización Educativa
C/ Antonio López, 6, entlo izquierda
39009 Santander
Contact email: javier.fernandez1@educantabria.es

Castilla - La Mancha

Programa de Auxiliares de Conversación
Servicio de Competencias Comunicativas y Plurilingüismo
Dirección General de Participación e Igualdad
Consejería de Educación y Ciencia
Bulevar del Río Alberche, s/n
45071 Toledo
Contact email: sccyp@jccm.es o mgarcia@jccm.es

Castilla y León

Programa de Auxiliares de Conversación
Consejería de Educación
Dirección General de Planificación, Ordenación e Inspección Educativa
Avenida Monasterio de Ntra. Sra. de Prado
Autovía Puente Colgante, s/n
47014 Valladolid
Contact email: poslopma@jcyL.es

Cataluña

Programa de Auxiliares de Conversación
Servei de Llengües
Subdirecció General de Llengües i Entorn
DG Planificació i Entorn
Departament d'Educació
Via Augusta, 202-226 2D
Contact email: mfonseca@gencat.net

Extremadura

Programa de Auxiliares de Conversación

Consejería de Educación

Dirección General de Calidad y Equidad Educativa

Servicio de Ordenación Académica

C/ Delgado Valencia, nº 6 - 2ª planta

06800 Mérida (Badajoz)

Contact email: oraus05@edu.juntaex.es o respecial@edu.juntaex.es

Galicia

Programa de Auxiliares de Conversación

Dirección Xeral de Educación, Formación Profesional e Innovación Educativa

Consellería de Educación e Ordenación Universitaria

Edificio Administrativo - San Caetano s/n

15781 Santiago de Compostela (A Coruña)

Contact email: maria.luz.ares.fandino@xunta.es

Madrid

Programa de Auxiliares de Conversación

Consejería de Educación

Dirección General de Programas de Innovación

Gran Vía 20, 4ª planta

28013 Madrid

Contact email: magdalena.custodio@madrid.org

leticia.moreno@madrid.org

irena.helena.jaroszynska@madrid.org

Murcia

Consejería de Educación, Formación y Empleo
Dirección General de Promoción , Ordenación e Innovación Educativa
Gran Vía Escultor Salzillo, 32
30005 Murcia
Contact email: cristina.garcia8@carm.es o josel.sanchis@carm.es

La Rioja

Programa de Auxiliares de Conversación
Dirección General de Ordenación e Innovación Educativa
C/ Marqués de Murrieta, 76, Ala Oeste, 1ª planta
26071 Logroño
Contact email: pilar.piserra@larioja.org

País Vasco

Programa de Auxiliares de Conversación
Departamento de Educación, Universidades e Investigación
C/ Donostia, nº 1
01010 Vitoria Gasteiz
Contact email: huisen1@ej-gv.es

Comunidad Valenciana

Programa de Auxiliares de Conversación
Dirección General de Ordenación Académica y de Centros Docentes
Avda. Campanar, 32
46015 Valencia
Contact email: martinez_ign@gva.es

Annex 2: Visa Application

<http://www.consulate-spain-chicago.com/downloads/SchengenVisa.pdf>

Annex 3: NIE Application

http://www.mir.es/SGCAVT/modelos/extranjeria/modelos_extranje/ex_14.pdf

Annex 4: Residence Application

http://www.mir.es/SGCAVT/modelos/extranjeria/modelos_extranje/ex_15.pdf

Annex 5: Glossary of Terms: Profex statuses

GLOSSARY

Status in chronological order

Pendiente de destino: destination not chosen on application. One must still choose 3 regional preferences.

Borrador: Draft application, NOT SUBMITTED

Inscrita: ONLINE APPLICATION SUBMITTED

Registrada: Paper application registered, has no real significance in the process.

Admitida: Application complete, application has been processed and has all required hard copy documents, eligible for assignment.

Adjudicada: Assigned. A regional placement offer has been assigned and made to the candidate.

Reserva: Reserve, wait list. The auxiliares norteamericanos program does not make use of this status; rather your application will stay in “admitida” status until we reach your application number.

Aceptada: Placement offer has been accepted by the candidate. The candidate has committed to participating for that region.

Renuncia: Decline of placement offer. The candidate is no longer eligible for any placement for the upcoming academic year.

Sin plaza: No placement. Not used.

Excluida: Excluded. Occasionally used to remove your application from the program. Usually if the candidate no longer wishes to be considered before assignments have been made.

Excluida global: Excluded from all vacancies for any programs offered that term.

Registro excluido: application excluded.

