MINISTERIO
DE EDUCACIÓN, FORMACIÓN PROFESIONAL
Y DEPORTES



LANGUAGE ASSISTANTS PROGRAM





ORIENTATION AND ADMINISTRATIVE PROCEDURES

- Language Assistants Guide in Spain 2024-25
- Information and resources
- Bank account and monthly stipend
- Immigration (NIE: EU Registration)
- Health insurance
- Absences, leaves and other matters





LANGUAGE ASSISTANTS GUIDE

The content of this presentation is available in greater detail in the Language Assistants Guide

Please, read it closely and familiarize yourself with its content

CONTENTS

- Administrative procedures
- Language Assistant duties
- Spanish Educational System
- Frequently asked questions
- Useful Addresses

Auxiliares de conversación extranjeros en España

Guía 2024-2025

Ministerio
de Educación, Formación Profesional





MENTOR TEACHER'S GUIDE

You will also find the mentor teacher's guide on the

Language Assistants Website

In it, your mentor teacher and other teachers will find information about your role as a language assistant and advice on how to help you best.

SECTIONS OF THE GUIDE

- Before arriving in Spain
- Duties of the assistant and the mentor teacher/classroom teacher
- The assistant's role in the classroom
- Overview of functions





INFORMATION AND RESOURCES

The <u>program website</u> also contains information that might be useful, such as :



Links





Prior language assistants experiences



ADMINISTRATIVE PROCEDURES

What you must know about:

- Immigration formalities how to get a National Identity
 Number (NIE) using your EU Registration Certificate
- Receiving your monthly stipend

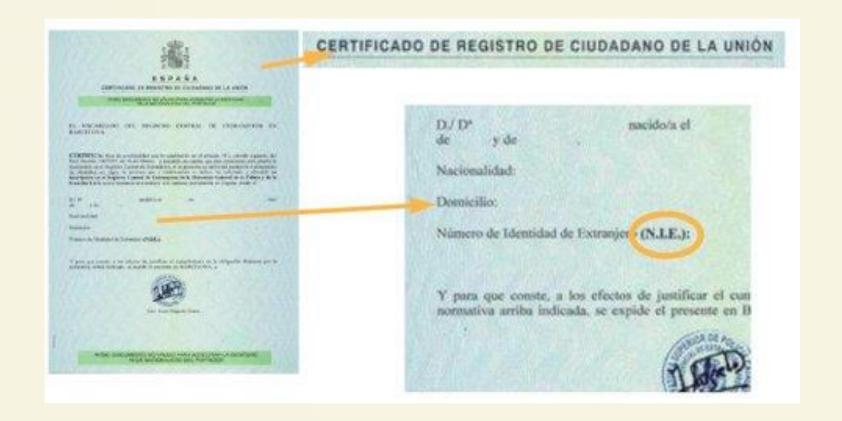


EU REGISTRATION CERTIFICATE - I

IF YOU ARE AN EU CITIZEN

You will obtain your **NIE (Foreigner's Identity Number)** when applying for the **EU Registration Certificate**.







EU REGISTRATION CERTIFICATE - II

Where to get it? You will need to make an appointment at the "Oficina de Extranjería" (immigration office) near your assigned city or town.

https://sede.administracionespublicas.gob.es/pagina/index/directorio/icpplus

Having a Spanish telephone number (6xxx) is the easiest way to apply. You can also use a foreign telephone number (9 to 10 digits including your country code with the + sign in front of it). In this case you will receive the verification code necessary to confirm the appointment by email.

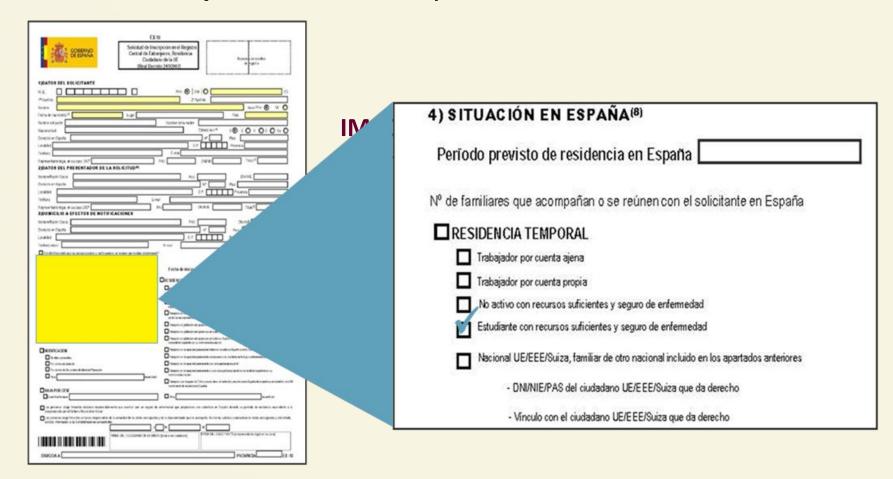
How to apply? By providing the following documents:

- Original and photocopy of your full passport or identity card
- Original and a photocopy of the Placement Letter issued by the Ministry of Education, Vocational Training and Sports (MEFPD)
- o Official form (EX-18), in duplicate, fully completed and signed
- Proof of payment of the corresponding fee <u>Tasa790 012 (policia.gob.es)</u>
- "Certificado de empadronamiento" (census certificate)



EU REGISTRATION CERTIFICATE - III

Form EX18. Important: Indicate your residence as a student





EU REGISTRATION CERTIFICATE - IV

DEADLINE

 Three months after arrival in Spain (although we recommend that you start the procedures within the first month).

If you already have a NIE but do not have the EU Registration Certificate, you are obliged to apply for it

 For more information on the documents and forms required to obtain the EU Citizen Registration Certificate, see the Language Assistant Guide.



EU REGISTRATION CERTIFICATE - V

NOTIFY YOUR NIE TO THE MINISTRY

Once you have a NIE, you must provide your NIE to the Ministry via the Profex 2.0 platform, following the instructions you have received by email.



IF YOU HAVE OPENED AN ACCOUNT WITHOUT A NIE, NOTIFY YOUR BANK OF THE NIE

Once you have a NIE, notify the bank immediately.

- Check with your bank whether the numbering of your account will change after you receive the NIE
- If so, enter the new bank details via Profex and notify the Ministry of the account change by emailing auxiliares.conv@educacion.gob.es





Step 1: YOUR SCHOOL MUST INFORM THE MINISTRY ABOUT YOUR START DATE

The school will fill out a form and send it to the Ministry with your exact start date.



Step 2: OPEN A BANK ACCOUNT

Required documents:

- Placement Letter from the Ministry
- Passport or identity card
- NIE (Foreigner Identification Number)

In some banks, a temporary bank account may be open without a NIE by presenting a passport or equivalent identification document and the placement letter





MONTHLY STIPEND – II

Step 3: INFORM THE MINISTRY ABOUT YOUR BANK ACCOUNT DETAILS

The account number must have this format:

TWO (2) letters: ES and 22 digits

Example: ES 76 2077 0024 0031 0257 5766

Your bank account information (and NIE) must be provided to the Ministry through the Profex platform as soon as possible. Instructions on how to do this should have been sent to you by email.

In order for you to receive your **October stipend** as quickly as possible, it is necessary for the Ministry to receive your bank details **before October 10th**

Stipends for each month will be sent out during the first 2 weeks of the following month.
If you cannot registered your bank account before October 10th, you will receive October and November stipend
together in December.
Do not close your Spanish bank account before you have received your last stipend.





WHAT TO DO IF YOU NEED MEDICAL CARE

With a **European Health Insurance Card or Global Health Insurance Card (GHIC)** you must go to the **emergency department of a PUBLIC hospital or health centre.**





Remember: Public Health does NOT cover the cost of medicines.

Care in the case of **chronic or pre-existing illnesses** is NOT covered.



HEALTH INSURANCE WITHOUT EHIC

 The Ministry will provide a private health insurance policy with ASISA only for language assistants without access to the European Health Insurance Card

 The insurance company (ASISA) will send you an email with your virtual card until you receive the physical card in your assigned school.





- Remember that you must **NOT** go to a **public health centre**.
- The ASISA website lists all the authorised private centres or clinics where you must go in case you are sick.





MEDICATION

Neither private healthcare provided by the Ministry nor public healthcare will, under any circumstances, cover:

IMPORTANT

- Total cost of medicines
- Treatment of chronic diseases
- Treatment of pre-existing diseases





ABSENCES, LEAVES OF ABSENCE AND OTHER MATTERS

ABSENCES AND LEAVES OF ABSENCE

- Your mentor teacher, head of studies, or principal should be informed of any absence as soon as possible. You will need to provide written proof by a doctor explaining the reason for your absence.
- Your school administration will inform the Ministry of any unexcused absences or repeated tardiness. Your monthly stipend may be affected.
- If for any unforeseen reason you need a leave of absence, for a maximum of one week, you must let your school administration know, and they will provide you with a schedule for the missed classes.



ABSENCES, LEAVES OF ABSENCE AND OTHER MATTERS -II

IN CASE OF SERIOUS ILLNESS

In case of serious illness you must inform your school and also the Ministry.



More information in the <u>assistant's guide</u>











ABSENCES, LEAVES OF ABSENCE AND OTHER MATTERS -III

CRISIS OR EMERGENCY

It is advisable **to register at your country's consulate** (See addresses at the end of the <u>GUIDE</u>)

In case of crisis or emergency, contact:

- Your school
- Regional Education Offices
- Language Assistants Office of the Ministry
- Consular services of your embassy or the consular emergency phone number
- Your family or close friends



ACCIÓN **EDUCATIVA** EXTERIOR

CONTACT

