

# LANGUAGE ASSISTANTS PROGRAM

[Language Assistants Website](#)



## Language Assistants Guide in Spain 2024-25

- Information and resources
- Bank account and monthly stipend
- Health insurance
- Absences and leaves
- Residency card (Registration and TIE)
- 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.



The [program website](#) also contains presentations that might be useful, such as:

- The Spanish Educational System: Elementary Education, High school Education, and Official Language Schools
- Language Assistant duties
- Classroom activities for different educational levels
- Prior language assistants' [experiences](#)



## What you must know about:

1. Receiving your monthly stipend
2. Health insurance
3. Applying for your Residency Card (TIE)

## Step 1: OPEN A BANK ACCOUNT

### Required documents:

- Placement Letter from the Ministry
- Passport
- NIE (Foreigner Identification Number) usually appears on the visa

(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)



## Step 2: 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**

## Step 3: 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.

### USEFUL INFORMATION

- Stipends for each month will be sent out during the first 2 weeks of the following month.
- If you cannot register 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.





GOBIERNO  
DE ESPAÑA

MINISTERIO  
DE EDUCACIÓN, FORMACIÓN PROFESIONAL  
Y DEPORTES



# HEALTH INSURANCE WITH GHIC

## ONLY FOR BRITISH LANGUAGE ASSISTANTS

### What to do if you need urgent health 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.

## FOR ALL OTHER LANGUAGE ASSISTANTS

- The Ministry will provide a private health insurance policy for language assistants without access to the European Health Insurance Card.
- The Ministry takes care of all procedures to formalise the insurance policy.
- The insurance company (**ASISA**) will send you an email with your virtual card until you receive the physical card in your assigned school.
- The **ASISA website** lists all the authorised health centres or hospitals where you must go in case you are sick.



- Remember that you should NOT go to any **public** health care centre.
- You must locate the private centres in your area that are associated with your insurer: **ASISA**.



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

**IMPORTANT!**

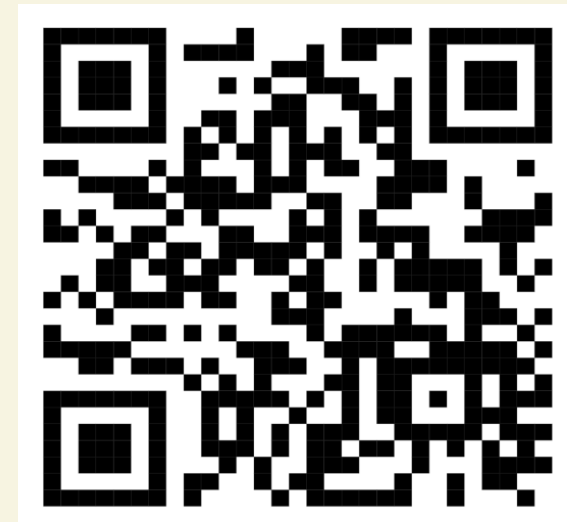
- Total cost of medicines
- Treatment of chronic diseases
- Treatment of pre-existing diseases



## ABSENCES 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.

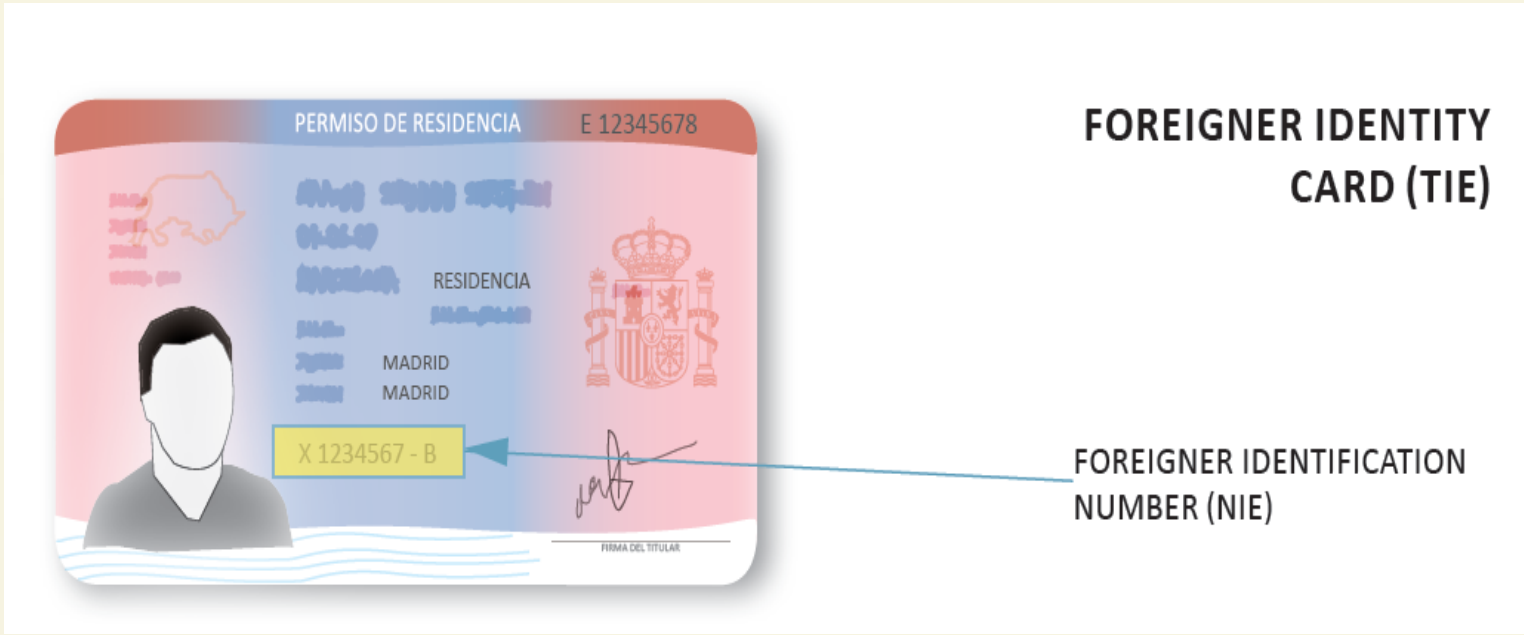
- **Applying for a TIE**
  - On your visa, you should have a NIE. This is simply your identification number. If you do not have one, you will be assigned a NIE when you apply for your TIE (physical document).
  
- **Where to get it?**
  - At the "Oficina de Extranjería" (immigration office or police station).



**OFICINAS DE EXTRANJERIA**

## IF YOU ARE NOT AN EU CITIZEN

Even if you already have your NIE on your visa, you must apply for a **FOREIGNER IDENTITY CARD (TIE)** on which your NIE will appear:



## WHERE TO APPLY

At the "Oficina de Extranjería" (immigration office or police station) near your assigned city or town, on the web:

### CITA PREVIA EXTRANJERIA

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 a photocopy of your **passport** with the border entry stamp made at the checkpoint, and **visa**.
  - Three recent **passport-sized** color photographs with a white background.
  - Original and a photocopy of the **Placement Letter** issued by the Ministry of Education.
  - Proof of payment of the corresponding fee (**Tasa 790 012**).
  - Official form [EX-17](#), in duplicate, fully completed and signed.
  
- **By paying the corresponding fee [Tasa790\\_012 \(policia.gob.es\)](https://www.policia.gob.es)**



# TASA 790 CÓDIGO 012

- Notorized confirmation of payment that you first fill out online and then take to the bank in order to make the payment.
- This fee is required when: **1)** You apply for your TIE for the first time. **2)** You apply for a TIE renewal. **3)** You apply for an authorization to return.
- The bank will return you a stamped copy so that you can take it to your appointment.

## FORM (EX-17)

- Deadline:** within one month after entering Spain. It must be signed physically.
- You will need two signed copies for your appointment.
- For more information about the official forms and required documents to apply for your TIE, see the [Language Assistants Guide in Spain 2024-25](#)



EX-17  
Solicitud de Tarjeta de Identidad de Extranjero (TIE)  
(LO 4/2000 y RD 567/2011)

Figura personal de registro

**1) DATOS DEL EXTRANJERO/A**

PASAPORTE: \_\_\_\_\_ NIE: \_\_\_\_\_  
 1.º Apellido: \_\_\_\_\_ 2.º Apellido: \_\_\_\_\_  
 Nombre: \_\_\_\_\_ Sexo:  M  F  
 Fecha de nacimiento: / / Lugar: \_\_\_\_\_ País: \_\_\_\_\_  
 Nacionalidad: \_\_\_\_\_ Estado civil:  S  C  V  D  S  
 Nombre del padre: \_\_\_\_\_ Nombre de la madre: \_\_\_\_\_  
 Domicilio en España: \_\_\_\_\_ Nº: \_\_\_\_\_ Piso: \_\_\_\_\_  
 Localidad: \_\_\_\_\_ C.P.: \_\_\_\_\_ Provincia: \_\_\_\_\_  
 Teléfono móvil: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Representante legal, en su caso: \_\_\_\_\_ DNI/NIE/PAS: \_\_\_\_\_ Título: \_\_\_\_\_

**2) DATOS DEL REPRESENTANTE A EFECTOS DE PRESENTACIÓN DE LA SOLICITUD<sup>1)</sup>**

Nombre/Razón Social: \_\_\_\_\_ DNI/NIE/PAS: \_\_\_\_\_  
 Domicilio en España: \_\_\_\_\_ Nº: \_\_\_\_\_ Piso: \_\_\_\_\_  
 Localidad: \_\_\_\_\_ C.P.: \_\_\_\_\_ Provincia: \_\_\_\_\_  
 Teléfono móvil: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Representante legal, en su caso: \_\_\_\_\_ DNI/NIE/PAS: \_\_\_\_\_ Título: \_\_\_\_\_

**3) DOMICILIO A EFECTOS DE NOTIFICACIONES**

Nombre/Razón Social: \_\_\_\_\_ DNI/NIE/PAS: \_\_\_\_\_  
 Domicilio en España: \_\_\_\_\_ Nº: \_\_\_\_\_ Piso: \_\_\_\_\_  
 Localidad: \_\_\_\_\_ C.P.: \_\_\_\_\_ Provincia: \_\_\_\_\_  
 Teléfono móvil: \_\_\_\_\_ E-mail: \_\_\_\_\_

CONSIDERO que las comunicaciones y notificaciones se realizan por medios electrónicos <sup>2)</sup>

**ATENCIÓN**  
 LA PRESENTACIÓN DE ESTE FORMULARIO SOLAMENTE PUEDE REALIZARSE DE FORMA PERSONAL ANTE LA UNIDAD COMPETENTE DE POLICIA NACIONAL. NO ESTA ADMITIDA SU PRESENTACIÓN POR MEDIOS TELEMÁTICOS O REGISTROS PÚBLICOS.

**Renewal language assistant:** It is necessary to apply for the renewal of your TIE. This process is called an **extension of studies**. You must request it and, once it has been approved, you can submit the application documents for the renewal of your TIE. You will only have one month to submit the required documents starting from the date that you received the approval notification.

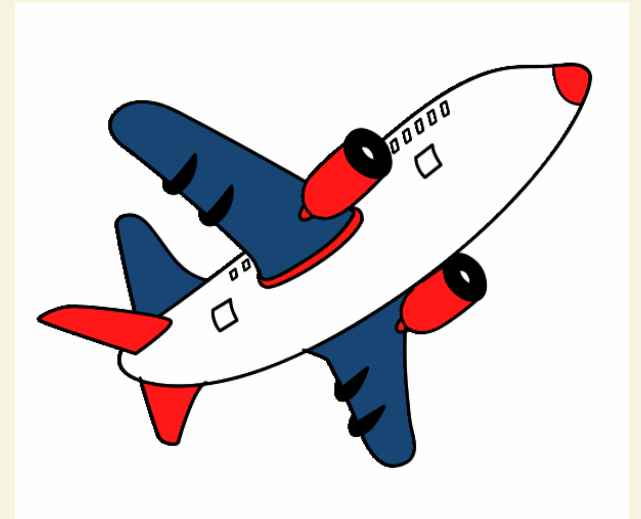
**How to apply** (same documents as to apply for the TIE): By providing the following documents and paying the corresponding fee:

- Original and a photocopy of your **passport** with the border entry stamp made at the checkpoint, and visa.
- 3 recent color photographs with a white background.
- Original and a photocopy of the Placement Letter as Language Assistant issued by the Ministry of Education.
- Proof of payment of the corresponding fee.
- Official form [EX-17](#), in duplicate, fully completed and signed.

To apply for an **extension of studies or extension of stay** (if you entered Spain with a student visa up to six months and you didn't get your TIE), you have to **fill in** the **Official form EX-00**.



While you receive the new TIE it is possible to leave Spain, upon request for a return authorization, with the **Official form EX-13.**



We advise you to  
**register at your  
country's embassy.**  
See addresses at the  
end of the **GUIDE**



Learn Spanish at the **Escuelas Oficiales de Idiomas** (Official Language Schools). Find the closest school to where you will be living to ask for further information.

For further information, please feel free to contact us

## Official Language Schools of Madrid with Spanish classes



EOI Alcalá de Henares



EOI Alcorcón



EOI Carabanchel



EOI Embajadores



EOI Jesús Maestro



EOI Las Rozas




EOI San Sebastián de los Reyes




EOI Tribunal

Scan or click the QR code to visit each school's website

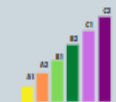


Do you want to study **SPANISH?**




The **Escuelas Oficiales de Idiomas** (Official Language Schools) of Madrid are your best option

**Levels from A1 to C2**




**Wide variety of courses**



- Yearly courses (Sep-Jun)
- Intensive courses (Sep-Jan/Feb-Jun)
- Face-to-face courses
- Blended courses


**Affordable prices**




€2/hour

**8 official schools**  
(Click [here](#) to see their locations)

- EOI Alcalá de Henares
- EOI Alcorcón
- EOI Carabanchel
- EOI Embajadores
- EOI Jesús Maestro
- EOI Las Rozas
- EOI San Sebastián de los Reyes
- EOI Tribunal




**Official certifications**





**Other languages**

20+ languages are taught



**Specialized teachers**

Experts in teaching Spanish  
Students from all around the world



**Take your time to watch the helpful  
tutorials you will find on the  
following link:**

**ESSENTIAL DOCUMENTS TUTORIALS**

**Contact us at:**

**[auxiliares.conv@educacion.gob.es](mailto:auxiliares.conv@educacion.gob.es)**



ACCIÓN  
EDUCATIVA  
EXTERIOR

**GOOD LUCK  
AND  
HAVE A GREAT YEAR!**

