

LANGUAGE ASSISTANTS PROGRAM

[Language Assistants Website](#)



Administrative Procedures

The content of this presentation is available in greater detail in [this document](#)

- ✓ Bank account and monthly stipend
- ✓ Local registration (empadronamiento)
- ✓ Health insurance
- ✓ Absences and leaves
- ✓ Residency card (Registration and TIE)
- ✓ Other matters



Step 1: OPENING 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 opened

without a NIE by presenting a passport or equivalent identification document and the placement letter)



INFORM THE MINISTRY ABOUT YOUR BANK ACCOUNT DETAILS

*Your 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 via 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**.
- ✓ **IMPORTANT:** You need to inform us by email of any changes in your bank account number.



YOUR SCHOOL NEEDS TO INFORM THE MINISTRY ABOUT YOUR START DATE



- *The school needs to fill out a form and send it to the Ministry stating your **exact start date**.
- *Please ask your school to send this form ASAP so you can receive your stipend on time.

OTHER 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 with the Ministry before October 10th, you will receive the October and November stipends in December.
- ✓ Do not close your Spanish bank account before you have received your last stipend.

Local Registration (Empadronamiento)

- ✓ Once you have settled at your permanent address in Spain, you may go to the City Hall or corresponding Municipal Council to register locally. In some autonomous communities, this may be required.
- ✓ Information on the steps to take and the necessary documentation can be found on the website of the City Hall of the destination town.
- ✓ If you do not have definitive housing, there is the possibility of registering in the same City Hall.
- ✓ The Certificado de Empadronamiento (a Certificate of Residence) may be required by the local immigration office when applying for a NIE or TIE

ALL LANGUAGE ASSISTANTS HAVE THE RIGHT TO HEALTH CARE



- ✓ British Language assistants must request a Global Health Insurance Card (GHIC) before coming to Spain.
- ✓ European Language assistants must request a European Health Insurance Card before coming to Spain.
- ✓ The Ministry will provide a private health insurance policy (**ASISA**) for:
 - All language assistants without access to the European Health Insurance Card in their home countries.
 - For European language assistants after their first three months in Spain.





PLEASE REMEMBER



- ✓ You can go to private hospitals and healthcare centers with a private health insurance card.
- ✓ You can go to public hospitals and health centers with a public health insurance card.
- ✓ You may be asked to present a document proving the identity of the holder (passport, identity card, etc.)
- ✓ If you were to have any special medical condition, we strongly advise you to bring your own medical insurance. Chronic illnesses are not covered by private or public healthcare coverage.
- ✓ Medication costs are not included in the health insurance offered. You can save the receipts for your medicine and the doctor's note in case you can claim these costs on an insurance policy in your country of origin.

ABSENCES DUE TO ILLNESS

- ✓ It is necessary to follow the procedure indicated by the school and present a valid medical proof.
- ✓ In the case of a prolonged illness, assistants will continue to receive the monthly stipend as long as they remain in Spain and are able to resume their duties **within one month**.
- ✓ If the illness persists for more than a month, or if the assistant needs to return to their country to continue treatment, the Ministry will consider temporarily or permanently canceling the assistant's participation in the program.



ABSENCE DUE TO ANY OTHER REASONS

- ✓ It is essential that you **follow the set schedule and that you justify your absences**, if there should be any, so that your stay with the school is satisfactory for the entire school community.
- ✓ Your mentor teacher, head of studies, or principal should be informed of **an absence due to any other reasons**. If the **absences are not justified or you regularly arrive late**, the school will inform the Ministry.
- ✓ If for unforeseen and **justified** reasons you need to be absent **for a maximum of one week**, you need to ask your school's principal or head of studies for permission and agree on a plan to make up for the missed classes.



REGISTRATION AND RESIDENCE PERMIT IN SPAIN

- ✓ The following procedures may vary depending on the local immigration office or police station, so it will be necessary to ask for specific instructions when applying for the documents below.
- ✓ The procedures will vary based on whether the assistant is a citizen of the European Union or not.

EU LANGUAGE ASSISTANTS

- ✓ The first step is to apply for an EU **Registration Certificate** at the **immigration office (Oficina de Extranjería) or Police Station** in your assigned city or town within a month of your arrival. You can request an **appointment** before arriving to Spain.
- ✓ 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.

EU LANGUAGE ASSISTANTS

You need to pay the [corresponding fee](#) and provide the following documents:

- ✓ Application form [EX-18](#) in duplicate, duly completed and signed.
- ✓ Valid identity document (if it is expired, a copy of it and of the renewal application will have to be provided). The original document must be presented upon submitting the application.
- ✓ Original and photocopy of the Placement Letter.
- ✓ Proof of payment of the corresponding fee.

EU LANGUAGE ASSISTANTS

Once the application is submitted and the fee has been paid, a Registration Certificate will be issued, which will include:

- ✓ Name
- ✓ Nationality
- ✓ Address
- ✓ Date of Registration
- ✓ A Non-national Identification Number (**NIE**)



LANGUAGE ASSISTANTS FROM OUTSIDE THE EU

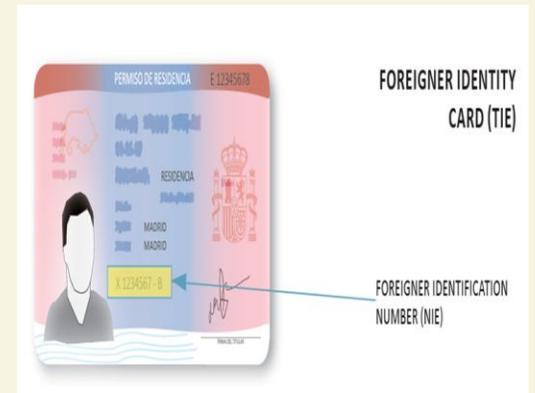
- ✓ On your visa, you should have a NIE. This is your ID number. If you do not have one, you will be assigned a NIE when you apply for your TIE.



Where to apply for your TIE:

- ✓ At the "Oficina de Extranjería" (Immigration office or Police station)

OFICINAS DE EXTRANJERIA





LANGUAGE ASSISTANTS FROM OUTSIDE THE EU

The TIE is the document that proves that non-nationals have obtained a residence permit or authorization to stay in Spain for more than six months.

To apply for this, you need to pay the [corresponding fee](#) and provide the following documents:

- ✓ Application form [EX-17](#) in duplicate, duly completed and signed.
- ✓ Original *and* **photocopy of the passport** or travel document and **visa**.
- ✓ Three recent passport-size photographs (4x3 cm) in color with a white background.
- ✓ Original *and* photocopy of the Placement Letter.
- ✓ Proof of payment of the corresponding fee.
- ✓ For more information about the official forms and required documents to apply for your TIE, please refer to [this document](#).

Renewal language assistant:

- ✓ It is necessary to apply for the renewal of your TIE. This process is called an **extension of authorization**.
- ✓ 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.
- ✓ **IMPORTANT:** According to the Immigration Law, from May 20, 2025, language assistants will only be able to renew their visa authorization **ONCE**, for one year.

How to apply:

By providing the following documents and paying the corresponding fee

(The same documents as to apply for the TIE):

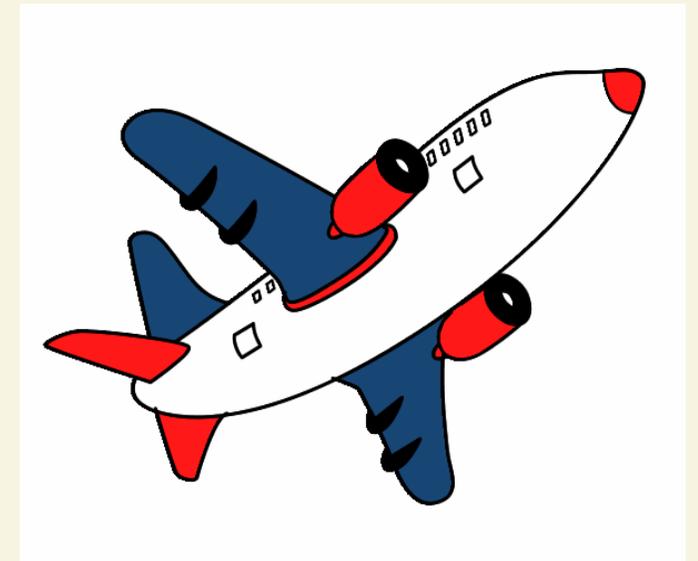
- ✓ Original *and* a photocopy of your **passport** (with the border entry stamp made at the checkpoint) and **visa**.
- ✓ 3 recent color photographs with a white background.
- ✓ Original *and* a photocopy of the Placement Letter as Language Assistant issued by the Ministry of Education.
- ✓ Proof of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

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



While you're waiting for your TIE to be renewed, you cannot travel within the Schengen Area. You can return to your home country *only* when you apply for a return authorization.

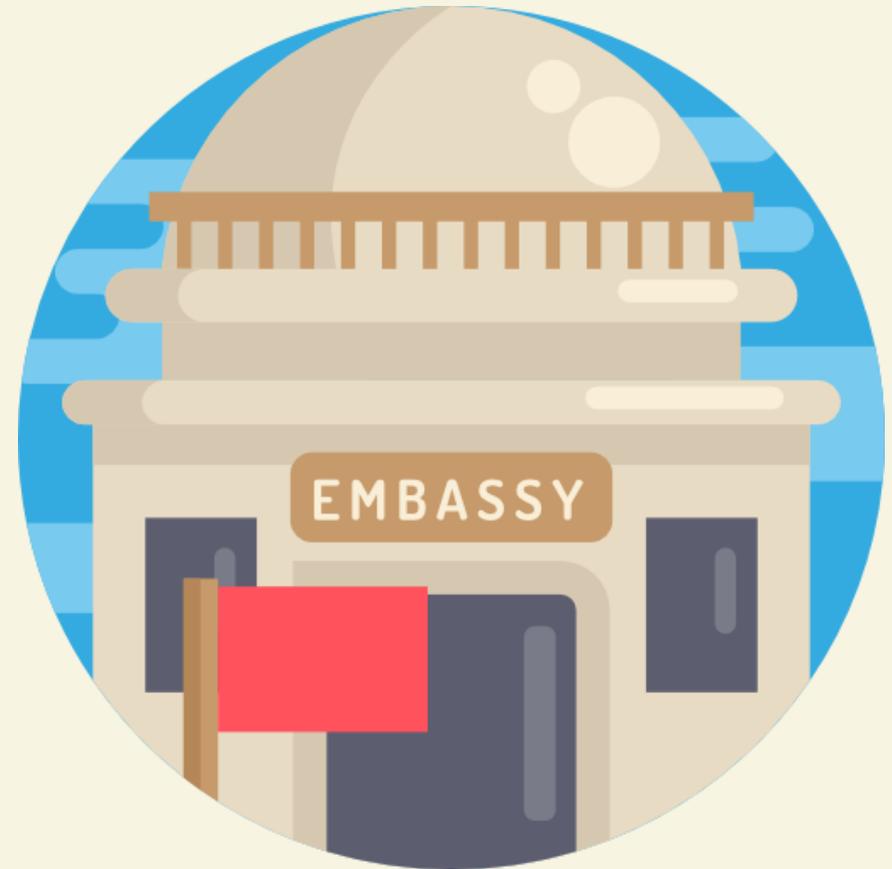
Use the [Official form EX-13](#).



- ✓ We strongly recommend **registering at your country's embassy.**
- ✓ Find **addresses** in this **document**



Documento
Adobe Acrobat



Study **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



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

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

