



GOBIERNO  
DE ESPAÑA

MINISTERIO  
DE EDUCACIÓN, FORMACIÓN PROFESIONAL  
Y DEPORTES



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# LANGUAGE ASSISTANTS PROGRAM



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# 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**









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# INFORMATION AND RESOURCES

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



- Links



Telegram



- Prior language assistants [experiences](#)



## What you must know about:

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



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# 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**.



**CERTIFICADO DE REGISTRO DE CIUDADANO DE LA UNIÓN**

ESPAÑA  
CERTIFICADO DE REGISTRO DE CIUDADANO DE LA UNIÓN  
MINISTERIO DE EDUCACIÓN, FORMACIÓN PROFESIONAL Y DEPORTES

EL ENCARGADO DEL REGISTRO CENTRAL DE EXTRANJEROS EN BARCELONA

CERTIFICA: Que de conformidad con la Ley Orgánica 4/2000, de 11 de Enero, sobre Extranjería, y de acuerdo con el artículo 10 de la Ley Orgánica 1/2009, de 6 de Enero, sobre el Estatuto de Extranjeros en España y de la Unión Europea, he dado de alta al ciudadano de la Unión Europea, D./Dña. [Nombre] y de [Apellido], nacido/a el [Fecha] de [Mes] de [Año] en [País], con Domicilio en [Dirección], y he expedido el presente en virtud de la Ley Orgánica 4/2000, de 11 de Enero, sobre Extranjería, y de la Ley Orgánica 1/2009, de 6 de Enero, sobre el Estatuto de Extranjeros en España y de la Unión Europea.

El [Nombre] es [Nacionalidad] y [Profesión/Actividad en España].

Y para que conste, a los efectos de justificar el cumplimiento de la normativa antes indicada, se expide el presente en el [Lugar] de [Fecha].

Y para que conste, a los efectos de justificar el cumplimiento de la normativa arriba indicada, se expide el presente en el [Lugar] de [Fecha].

D./Dña. [Nombre] y de [Apellido] nacido/a el [Fecha] de [Mes] de [Año] en [País]

Nacionalidad: [Nacionalidad]

Domicilio: [Dirección]

Número de Identidad de Extranjero (N.I.E.): [Número]

Y para que conste, a los efectos de justificar el cumplimiento de la normativa arriba indicada, se expide el presente en el [Lugar] de [Fecha].

SECRETARÍA DE ESTADO DE EXTRANJERÍA Y DE LA UNIÓN EUROPEA



**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)
- **Official form (EX-18)**, in duplicate, fully completed and signed
- Proof of **payment** of the corresponding fee [Tasa790 012 \(policia.gob.es\)](https://www.policia.gob.es)
- "Certificado de empadronamiento" (census certificate)





## Form EX18. **Important:** Indicate your residence as a student

The image shows the form EX18, titled 'Selectividad de inscripción en el Registro Central de Extranjeros, Residencia Ciudadanos de la UE (Baja Derecho NEGOTI)'. The form is divided into several sections: 'DATOS DEL SOLICITANTE', 'DATOS DEL PRESENTADOR DE LA SOLICITUD', 'DOMICILIO A EFECTOS DE NOTIFICACIONES', 'SITUACIÓN EN ESPAÑA', and 'SITUACIÓN EN EL EXTRANJERO'. A large blue arrow points from the 'SITUACIÓN EN ESPAÑA' section of the form to a magnified view of that section on the right. The magnified view shows the '4) SITUACIÓN EN ESPAÑA (8)' section, which includes a field for 'Período previsto de residencia en España', a field for 'Nº de familiares que acompañan o se reúnen con el solicitante en España', and a list of residence categories with checkboxes. The 'Estudiante con recursos suficientes y seguro de enfermedad' option is checked.

### 4) SITUACIÓN EN ESPAÑA (8)

Período previsto de residencia en España

Nº de familiares que acompañan o se reúnen con el solicitante en España

#### RESIDENCIA TEMPORAL

- Trabajador por cuenta ajena
- Trabajador por cuenta propia
- No activo con recursos suficientes y seguro de enfermedad
- Estudiante con recursos suficientes y seguro de enfermedad
- Nacional UE/EEE/Suiza, familiar de otro nacional incluido en los apartados anteriores

- DNI/NIE/PAS del ciudadano UE/EEE/Suiza que da derecho

- Vínculo con el ciudadano UE/EEE/Suiza que da derecho



## 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**.



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



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# MONTHLY STIPEND – I

## 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





## 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.



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# HEALTH INSURANCE - III

## 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.





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# HEALTH INSURANCE - VI

- 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 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.



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# 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 [assistant's guide](#)



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## CRISIS OR EMERGENCY

It is advisable **to register at your country's consulate** (See addresses at the end of the [GUIDE](#))

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



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**CONTACT**

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



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

