



GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, FORMACIÓN PROFESIONAL
Y DEPORTES



ACCIÓN
EDUCATIVA
EXTERIOR

LANGUAGE ASSISTANTS PROGRAM



ACCIÓN
EDUCATIVA
EXTERIOR





GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, FORMACIÓN PROFESIONAL
Y DEPORTES



ACCIÓN
EDUCATIVA
EXTERIOR

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 y Deportes





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

Auxiliares de conversación
extranjeros en España
Guía del tutor
2024-2025

Ministerio
de Educación, Formación Profesional
y Deportes





GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, FORMACIÓN PROFESIONAL
Y DEPORTES



ACCIÓN
EDUCATIVA
EXTERIOR

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**



GOBIERNO DE ESPAÑA

MINISTERIO DE EDUCACIÓN, FORMACIÓN PROFESIONAL Y DEPORTES



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

EL ENCARGADO DEL REGISTRO CENTRAL DE EXTRANJEROS EN BARCELONA

CERTIFICA: Que de conformidad con la realidad de su estado, el ciudadano extranjero, de sexo _____, nacido el _____ y domiciliado en _____, ha sido admitido en el Registro Central de Extranjeros, en su calidad de ciudadano de la Unión, en virtud de la normativa que regula el acceso al territorio de España y de la normativa de la Unión Europea en materia de extranjería en vigor en la actualidad.

D/ D^a _____ nacido/a el _____
de _____ y de _____
Nacionalidad: _____
Domicilio: _____
Número de Identidad de Extranjero (N.I.E.): _____

Y para que conste, a los efectos de justificar el cumplimiento de la normativa anterior por la que se regula el acceso al territorio de España, se expide el presente en el día _____ de _____ de _____ en el Registro Central de Extranjeros de Barcelona.



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/Tasa790_012)
- "Certificado de empadronamiento" (census certificate)



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

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**.



GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, FORMACIÓN PROFESIONAL
Y DEPORTES



ACCIÓN
EDUCATIVA
EXTERIOR

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



GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, FORMACIÓN PROFESIONAL
Y DEPORTES



ACCIÓN
EDUCATIVA
EXTERIOR

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.



With European Health Insurance Card (EHIC)

At the health center where you request medical assistance, you must present:

- The European Health Insurance Card (EHIC) or a replacement certificate
- A document proving the identity of the holder of the EHIC (passport, identity card, etc.)
- “Certificado de empadronamiento” (census certificate) or rental contract to prove your address.





FIRST THINGS YOU MUST DO

1. Go to the public health centre nearest to where you live. You will need to bring:
 - Passport or NIE
 - European Health Insurance Card (EHIC/TSE)
 - “Certificado de empadronamiento” (Census Certificate)
2. The health card of the Autonomous Community (Region) you are applying for



3. Ask to be assigned a family doctor and how to make an appointment when you need one (mobile application, telephone, etc.).



WHAT TO DO IF YOU NEED MEDICAL CARE

URGENT health problem

You can go to any **PUBLIC hospital** in Spain with your health card of the Autonomous Community. If you don't have it yet, with your European Health Insurance Card (EHIC/TSE)



NOT URGENT health problem

1. Make an appointment with your family doctor
2. If it is many days before you are due to be seen and you feel unwell, you can go to the **emergency department** at your **health centre**



MEDICATION

- Medication only in pharmacies available



- Some medication, such as antibiotics, are only available on medical prescription
- In Spain, medications are not free, but if you have a prescription from your doctor, about 70% of the price is covered by Social Security. Those that are over-the-counter can be bought without a prescription, but you will have to pay full price.



HEALTH INSURANCE WITHOUT EHIC (Austria, France)

- The Ministry will provide a **private health insurance policy with ASISA** only for language assistants without access to the European Health Insurance Card
- To apply for insurance, you should send an email to auxiliares.conv@educación.gob.es
- The insurance company (ASISA) will send you an email with your virtual card until you receive the physical card in your assigned school.





GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, FORMACIÓN PROFESIONAL
Y DEPORTES



ACCIÓN
EDUCATIVA
EXTERIOR

HEALTH INSURANCE - VI

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





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.



GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, FORMACIÓN PROFESIONAL
Y DEPORTES

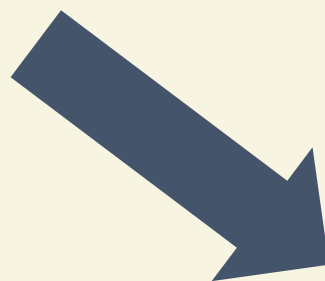


ACCIÓN
EDUCATIVA
EXTERIOR

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](#)



GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, FORMACIÓN PROFESIONAL
Y DEPORTES



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



GOBIERNO
DE ESPAÑA

MINISTERIO
DE EDUCACIÓN, FORMACIÓN PROFESIONAL
Y DEPORTES



ACCIÓN
EDUCATIVA
EXTERIOR

CONTACT

auxiliares.conv@educacion.gob.es



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

